राज्यातील अकृषि विद्यापीठे व संलग्नित महाविद्यालयांतील पदवी/ पदव्युत्तर अभ्यासक्रमाच्या विद्यार्थ्यांसाठी शासनाच्या प्रशासकीय विभागांकडून आंतरवासिता उपक्रम निर्माण करण्यासाठीच्या धोरणाची मार्गदर्शक तत्वे निश्चित करणेबाबत.

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन निर्णय क्रमांक: एनईपी- २०२३/ प्र.क्र.१७६/ विशि – ३,
मंत्रालय, मुंबई ४०० ०३२,
दिनांक : २९ फेब्रुवारी, २०२४

प्रस्तावना :

राष्ट्रीय शैक्षणिक धोरण, २०२० ची अंमलबजावणीच्या अनुषंगाने आवश्यक त्या मार्गदर्शक सूचना सर्व अकृषि विद्यापीठांना देण्यात आलेल्या असून त्यानुसार कार्यवाही सुरु आहे. एप्रिल, २०२३ मध्ये विद्यापीठ अनुदान आयोगाने राष्ट्रीय क्रेडिट फ्रेमवर्क (NCrF) निर्गमित केले असून त्यानुसार सुकाणू समितीने शिफारशीत केल्याप्रमाणे शासन निर्णय दिनांक २०.०४.२०२३, दिनांक १६.०५.२०२३ आणि दिनांक ०४.०७.२०२३ अन्वये पारंपारिक/ व्यावसायिक अभ्यासक्रमाच्या पदवी/ पदव्युत्तर अभ्यासक्रमांसाठी श्रेयांक आराखडा निश्चित केला आहे. सदर श्रेयांक आराखड्यामध्ये विद्यार्थ्यांना पदवी तसेच पदव्युत्तर अभ्यासक्रमामध्ये आंतरवासिता साठी (internship) सत्रनिहाय ८ ते १२ श्रेयांक निश्चित करण्यात आले असून आंतरवासिता (internship) बंधनकारक करण्यात आली आहे.

राज्यातील सार्वजनिक विद्यापीठे/ स्वयं अर्थसहाय्यित विद्यापीठ/ अभिमत विद्यापीठे आणि संलग्नित महाविद्यालयांची संख्या लक्षात घेता महाराष्ट्र राज्य हे मोठे शिक्षण केंद्र आहे. ज्यामध्ये जवळपास २४ लाख पदवीपुर्व तसेच जवळपास ३.३ लक्ष पदव्युत्तर विद्यार्थी प्रवेशित असल्याचे दिसून येते. तरी, विद्यापीठातील व त्यासंलग्नित महाविद्यालये/ उच्च शिक्षण संस्था मधील मोठ्या प्रमाणातील विद्यार्थ्यांना आंतरवासितासंदर्भातील श्रेयांक उपलब्ध करुन देण्याच्या अनुषंगाने त्याप्रमाणात आंतरवासिता उपक्रम उपलब्ध करुन देणारे क्षेत्रे निश्चित करण्याची आवश्यकता आहे. अशी आंतरवासिता उपक्रम खाजगी व्यवस्थापन आणि संसोधन संस्थांशिवाय प्रशासकीय विभागांमध्येही त्या-त्या स्तरांवर उपलब्ध करुन देणे आवश्यक झाले आहे. राज्यात मोठ्या प्रमाणात असलेल्या ग्रामीण भागातील विद्यार्थ्यांना त्या-त्या स्तरावर आंतरवासिता उपलब्ध करुन देणे प्रशासकीय विभागातील आंतरवासितामुळे शक्य होणार आहे.

प्रशासकीय कार्यालयांनी विद्यार्थ्यांना आंतरवासिता उपक्रम करुन देण्यासाठी या विभागामार्फत तयार करण्यात आलेल्या मार्गदर्शक सूचनांच्या मसूद्यावर शालेय शिक्षण व क्रीडा विभाग, विधि व न्याय विभाग, आदिवासी विकास विभाग, मुख्य निवडणूक अधिकारी, कृषि विभाग, माहिती व तंत्रज्ञान विभाग, महिला व बाल विकास विभाग या विभागाकडून पथदर्शी स्वरुपात अभिप्राय मागविण्यात आले होते. तसेच, ग्राम विकास विभाग, सार्वजनिक आरोग्य विभाग, सामाजिक न्याय व विशेष सहाय्य विभाग, सार्वजनिक बांधकाम विभाग, महसूल व वन विभाग, वित्त विभाग, नियोजन विभाग, पाणी पुरवठा व स्वच्छता या विभागांकडून सुद्धा दि.०२.०१.२०२४ व दि.०८.०१.२०२४ च्या पत्रान्वये उपरोक्त मार्गदर्शक सूचनांच्या मसूद्यावर अभिप्राय मागविण्यात आले होते.

विधि व न्याय विभागाने शासन निर्णय, दिनांक २४ नोव्हेंबर, २०२३ अन्वये त्यांच्या विभागांतर्गत आंतरवासिता धोरण निश्चित केले असून त्याची अंमलबजावणी सुरु करण्यात आली . त्याच प्रमाणे शालेय शिक्षण विभागाने शासन निर्णय दिनांक १४.१२.२०२३ अन्वये राज्यातील विविध २२५ ब्लॉक मध्ये प्रौढ शिक्षण उपक्रमांसाठी आंतरवासिता उपलब्ध करुन दिली आहे. त्याचप्रमाणे आदिवासी विकास विभाग, महिला व बाल विकास विभाग, कृषि विभाग यांचेकडून अभिप्राय प्राप्त झाले आहे. प्राप्त झालेल्या सूचनांचा/

अभिप्रायांचा शासनस्तरावरुन विचार करून राज्यातील अकृषि विद्यापीठे व संलग्नित महाविद्यालयांतील पदवी/ पदव्युत्तर अभ्यासक्रमाच्या विद्यार्थ्यांसाठी शासनाच्या प्रशासकीय विभागांकडून आंतरवासिता उपक्रम निर्माण करण्यासाठीच्या धोरणाची मार्गदर्शक तत्वे अंतिम करण्यासाठीचा प्रस्ताव दि.२५ फेब्रुवारी, २०२४ रोजी झालेल्या मा.मंत्रिमंडळ बैठकीत सादर करण्यात आला होता. मा.मंत्रिमंडळाने दिलेल्या मान्यतेनुसार राज्यातील अकृषि विद्यापीठे व संलग्नित महाविद्यालयांतील पदवी/ पदव्युत्तर अभ्यासक्रमाच्या विद्यार्थ्यांसाठी शासनाच्या प्रशासकीय विभागांकडून आंतरवासिता उपक्रम निर्माण करण्यासाठीच्या धोरणाची मार्गदर्शक तत्वे निश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय –

राष्ट्रीय शैक्षणिक धोरण-२०२० च्या अंमलबजावणीच्या अनुषंगाने पारंपरिक/ व्यावसायिक अभ्यासक्रमाच्या पदवी/ पदव्युत्तर अभ्यासक्रमांसाठी श्रेयांक आराखडा निश्चित केलेला असून विद्यार्थ्यांना आंतरवासिता (internship) बंधनकारक करण्यात आली आहे. राज्यातील सर्व अकृषि विद्यापीठातील व त्यासंलग्नित महाविद्यालये/ उच्च शिक्षण संस्था मधील मोठ्या प्रमाणातील विद्यार्थ्यांना त्याप्रमाणात आंतरवासिता उपक्रम उपलब्ध करुन देणारे क्षेत्रे निश्चित करण्याची आवश्यकता आहे. अशी आंतरवासिता उपक्रम खाजगी व्यवस्थापन आणि संसोधन संस्थांशिवाय शासकीय विभागांमध्येही त्या-त्या स्तरांवर उपलब्ध करुन देणे आवश्यक झाले आहे. त्यामुळे प्रशासकीय विभागांनी विभाग/ क्षेत्रीय कार्यालये/ योजना/ प्रकल्प अंतर्गत अशी आंतरवासिता उपक्रम उपलब्ध करुन द्यावेत.

अशी आंतरवासिता उपक्रमे तयार करणे व त्यांची अंमलबजावणी करण्याबाबतची मार्गदर्शक तत्वे खालीलप्रमाणे आहेतः-

शासकीय आंतरवासिता उपक्रमांमुळे संबंधित विद्यार्थ्यांना व्यावसायिक विकासासाठी उत्कृष्ट क्षमता असलेल्या विविध शासकीय विभागांच्या कामकाजामध्ये त्यांच्या शैक्षणिक ज्ञानाचा वापर करण्याची संधी मिळेल व विद्यार्थ्यांना संरचित काम आणि शिकण्याचा अनुभव देण्यासाठी प्रोत्साहन मिळेल.

अशा आंतरवासितेमुळे विद्यार्थ्यांना पुढील प्रमाणे लाभ होतीलः-

a. अशा आंतरवासितेमुळे विद्यार्थ्यांना शासकीय व्यवस्थेसंदर्भात सविस्तर माहिती आणि वास्तववादी दृष्टिकोनासह अनुभव प्राप्त होईल.

b. शैक्षणिक अभ्यासक्रमाचा प्रत्यक्षात वापरासह कौशल्य वाढविण्यासाठी विद्यार्थी सक्षम होतील.

c.आंतरवासितेमुळे विद्यार्थ्यांची त्यासंबंधित शासकीय अधिकारी, मार्गदर्शक, इतर क्षेत्रातील तज्ञ, उपक्रमातील इतर विद्यार्थी, माजी विद्यार्थी, सल्लागार आणि इतर व्यावसायिक यांच्याशी ओळख होईल, जे विद्यार्थ्यांना त्यांच्या कामात आणि करिअरमध्ये मदत करु शकतील.

अशा आंतरवासितेमुळे शासकीय विभागांनाही पुढील प्रमाणे लाभ होतीलः-

a. आंतरवासितासाठी येणारे विद्यार्थी अद्ययावत ज्ञान, कौशल्ये व नवचैतन्यासह सहभागी झाल्यामुळे शासकीय विभागांची क्षमता वाढेल, अशा विद्यार्थ्यांना शासनाच्या विभागाच्या विविध विद्यमान प्रकल्पांमध्ये सहभागी करता येईल, विभागाकडून तयार करण्यात येणा-या नवीन प्रकल्पांच्या निश्चितीमध्ये त्यांच्या दृष्टीकोनाचा विचार करता येईल.

b. विभागातील कर्मचा-यांना मदत करण्यासाठी आणि उत्पादकता वाढवण्यासाठी अल्प कालावधीसाठी का होईना मनुष्यबळ/ कौशल्य मिळू शकेल.

c. विभागातील कर्मचा-यांना इतर आवश्यक कामांवर लक्ष केंद्रित करता येईल.

d. विभागातील कर्मचा-यांना विद्यार्थ्यांचे मार्गदर्शक म्हणून काम करताना व्यवस्थापनाचा अनुभव प्राप्त होईल.

e. विशिष्ट कौशल्ये आणि/किंवा ज्ञान असलेल्या उमेदवारांच्या सहभागामुळे शासकीय कामकाजामध्ये विविधता वाढविता येईल.

f. भविष्यातील कर्मचा-यांच्या क्षमतांचे मुल्यमापन करुन त्यानुसार विद्यार्थ्यांसाठी पुढील संधी उपलब्ध होतील.

g. जवळच्या उच्च शिक्षण संस्थांमधील विद्यार्थ्यांना आंतरवासितेसाठी प्राधान्य देऊन विद्यापीठ आणि महाविद्यालयांशी संबंध दृढ करता येतील.

२. अखिल भारतीय तंत्रशिक्षण परिषदेने (AICTE) विद्यार्थ्यांना आंतरवासितेची संधी उपलब्ध करुन देण्यासाठी एक मंच (पोर्टल) तयार केलेला आहे. (internship.aicte-india.org) सदर पोर्टलवर नोंदणी करुन प्रशासकीय विभाग संभाव्य आंतरवासिता उपक्रम आंतरवासित विद्यार्थ्यांना उपलब्ध करुन देऊ शकतात.

शासकीय आंतरवासितेच्या अंमलबजावणीमध्ये प्रशासकीय विभाग, उच्च आणि तंत्रशिक्षण विभागांतर्गत विद्यापीठे/ उच्च शिक्षण संस्था आणि आंतरवासित विद्यार्थी हे भागधारक असतील.

शासकीय आंतरवासितेचे नियोजन ४ टप्प्यांत करता येईल

१. आंतरवासिता पुर्व नियोजन-
२. आंतरवासितेची सुरुवात-
३. आंतरवासितेची अंमलबजावणी-
४. आंतरवासितेची समाप्ती-

आंतरवासितेच्या पूर्व नियोजनामध्ये प्रशासकीय विभागांची भूमिका महत्त्वपूर्ण राहील.

प्रशासकीय विभागांनी आपल्या विभागांतर्गत राबविण्यात येणा-या योजना, उपक्रम, कार्यालयीन कामकाज यांच्या अनुषंगाने विद्यार्थ्यांना कशाप्रकारे आंतरवासिता उपलब्ध करुन देता येईल याचा सारासार विचार करुन क्षेत्र निश्चिती तसेच सदर क्षेत्र कोणत्या अभ्यासक्रमांच्या विद्यार्थ्यांसाठी उपयुक्त राहील याची निश्चिती करणे आवश्यक राहील. सदर आंतरवासिता उपक्रम पदवी/ पदव्युत्तर विद्यार्थ्यांसाठी आहे यांची स्पष्टता असणे आवश्यक राहील.

प्रशासकीय विभागाने आंतरवासितेच्या अनुषंगाने प्रशासकीय विभाग स्तरावर समन्वयकाची नियुक्ती करावी. तसेच, प्रशासकीय विभागाच्या अधिपत्याखालील स्थानिक कार्यालये, प्रकल्प कार्यालये इ. मध्ये मार्गदर्शकांची नियुक्ती करावी.

समन्वयकाने विभागांतर्गत योजना, प्रकल्प, उपक्रम, अन्य शासकीय कामकाजाचे स्वरुप लक्षात घेऊन आंतरवासिता उपक्रम तयार करणे आवश्यक आहे. त्यासाठी समन्वयकाने स्थानिक कार्यालये/ प्रकल्प कार्यालयातील मार्गदर्शकांच्या/ पर्यवेक्षकांच्या सहाय्याने खालील बाबी विचारात घ्याव्यात.

१. शासकीय विभागात कोणती कामे, योजना, प्रकल्प चालू आहेत?
२. शासकीय विभागात या योजना, प्रकल्प कामांचा कार्यभार किती आहे?
३. सध्या कोणते प्रकल्प पुरेशा मनुष्यबळाच्या कमतरतेमुळे मागे पडत आहेत?
४. आंतरवासिता उपक्रम राबविण्यासाठी आवश्यक संसाधनाची उपलब्धता.
५. कोणत्या कालावधीत व किती दिवसांसाठी आंतरवासिता देता येईल.
६. त्यासाठी कोणत्या अभ्यासक्रमांच्या विद्यार्थ्यांची आवश्यकता असेल.
७. आंतरवासित विद्यार्थ्यांना विद्यावेतन देता येईल किंवा कसे.
८. आंतरवासितासाठी मोठ्या उपक्रमाचा समावेश करता येईल किंवा कसे.
९. आंतरवासिता उपक्रमातून विभागाला आवश्यक असलेली फलनिष्पती.
या आधारावर आंतरवासिता उपक्रमाचे नियोजन करावे.

शासकीय आंतरवासिता कार्यपद्धती व कालावधी-

१. संबंधित शासकीय यंत्रणेने उपलब्ध करुन देण्यात येणारी आंतरवासिता पूर्णवेळ असावी/ अर्धवेळ असावी वा आभासी असावी याबाबत निर्णय घ्यावा.

२.आंतरवासितेचा कालावधी विभागाच्या आवश्यकतेनुसार ६ महिन्यांपर्यंत राहील.

३. सहा महिन्यापेक्षा जास्त कालावधीसाठी असणा-या आंतरवासितेची संरचना संबंधित विद्यापीठासोबत चर्चा करुन करण्यात यावी त्यास विशेष संशोधन प्रकल्प असेही म्हणता येईल.

याप्रमाणे आंतरवासिता उपक्रम निश्चित करुन त्याबाबतची सर्व माहिती (internship.aicte-india.org) या पोर्टलवर अपलोड करावी.

शासकीय आंतरवासितेसाठी निवडप्रक्रीया-

शासकीय विभाग उपक्रमाची गरज व आंतरवासितेचा कालावधी विचारात घेऊन गरजेनुसार निवडप्रक्रीया ठरवतील.

आंतरवासिता उपक्रम ज्या अभ्यासक्रमांसाठीच्या विद्यार्थ्यांसाठी आहे/ पदवी/ पदव्युत्तर विद्यार्थ्यांसाठी आहे त्याच अभ्यासक्रमाचे नोंदणीकृत विद्यार्थ्यांची निवड अभिप्रेत आहे.

अर्ज केलेल्या विद्यार्थ्यांमधून प्रथम अर्ज केलेल्या विद्यार्थ्यांना प्राधान्य द्यावे.   आंतरवासिता उपलब्ध करुन देणा-या स्थानिक कार्यालयाजवळील महाविद्यालयांतील विद्यार्थ्यांना प्राधान्य द्यावे,

विद्यार्थ्यांचे १० वी /१२ वी चे गुण, शैक्षणिक कामगिरी, आंतरवासितेसाठी आवश्यक असलेले कौशल्य विद्यार्थ्यांकडे आहेत किंवा कसे, याचा विचार करुन आवश्यकतेप्रमाणे विद्यार्थ्यांच्या मुलाखती घेऊन आंतरवासित विद्यार्थ्यांची निवड करावी.

शासकीय आंतरवासितेसाठी द्यावयाच्या विद्यावेतनासाठी आर्थिक तरतूद-

आंतरवासिता ही विद्यार्थ्यांना शिकण्याची संधी आणि अभ्यासक्रमाचा भाग असल्यामुळे त्यांना विद्यावेतन दिले जाणार नाही. तथापि, काही विशिष्ट प्रकल्पांसाठी आंतरवासिताद्वारे एखाद्या शासकीय कार्यालयाला तांत्रिक सहाय्य उपलब्ध होणार असेल तर विशेष कौशल्य प्राप्त प्रतिभावान विद्यार्थ्यांना आंतरवासिता कालावधीत प्रोत्साहन मिळण्यासाठी संबंधित प्रशासकीय विभागांनी आंतरवासितांना विद्यावेतन देण्याबाबत योग्य तो निर्णय घ्यावा तसेच त्यानुषंगाने आवश्यक ती आर्थिक तरतूद संबंधित प्रशासकीय विभागांनी त्यांच्यास्तरावरुन करावी.

शासकीय आंतरवासितेची सुरवात, अंमलबजावणी व समाप्तीः-

प्रशासकीय विभागांनी निश्चित केलेले आंतरवासिता उपक्रम AICTE पोर्टलवर (internship.aicte-india.org) अपलोड करावेत.

प्रशासकीय विभागांनी निश्चित केलेले आंतरवासिता उपक्रम उपरोक्त पोर्टलवर अपलोड करुन त्याच्या अंमलबजावणीच्या अनुषंगाने आवश्यक त्या सूचना प्रशासकीय विभागाने शासन निर्णयाद्वारे/ परिपत्रकाद्वारे निर्गमित कराव्यात. सदर उपक्रमाच्या सक्षम अंमलबजावणीसाठी प्रशासकीय विभागांनी क्षेत्रीय कार्यालयांचे अधिकारी, नोडल अधिकारी, पर्यवेक्षकांसह कार्यशाळा आयोजित करुन उपक्रमाची सविस्तर माहिती द्यावी.

अपरोक्त पोर्टलवर उपलब्ध केलेल्या आंतरवासिता उपक्रमासाठी इच्छुक विद्यार्थ्यांना अर्ज करण्यास किमान ७ दिवसांचा कालावधी देण्यात यावा. प्राप्त अर्जामधून पात्र विद्यार्थ्यांची निवड पुढील १० दिवसांमध्ये करणे अभिप्रेत आहे. विद्यार्थ्यांची निवड झाल्यानंतर पुढील ७ दिवसांमध्ये त्यांची आंतरवासिता सुरु करणे आवश्यक आहे. (यासाठी सोबत जोडलेल्या परिशिष्ट मध्ये नमूद प्रक्रीयेचा अवलंब करावा)

आंतरवासिता उपक्रम राबविताना प्रशासकीय विभागाने स्थानिक/ क्षेत्रीय कार्यालयांमध्ये त्यानुषंगाने पर्यवेक्षकांची नियुक्ती करावी. असे पर्यवेक्षक आंतरवासिता उपक्रमाच्या अनुषंगाने संबंधित विद्यापीठाच्या / महाविद्यालयांच्या आंतरवासिता कक्षाशी समन्वय राखतील.

उपक्रमासाठी विहित केलेल्या कालावधीत करावयाच्या कामकाजाबाबत पर्यवेक्षकांकडून आंतरवासित विद्यार्थ्यांना आवश्यक ते मार्गदर्शन/ सहाय्य दिले जाईल, आंतरवासिता उपक्रमाचे व्यवस्थापन

केले जाईल. आंतरवासिता उपक्रमाचा कालावधी संपुष्टात आल्यानंतर आंतरवासित विद्यार्थ्यांनी केलेल्या कामाचे मुल्यमापन पर्यवेक्षकांकडून केले जाईल. सदर मुल्यांकनाच्या आधारे विद्यापीठ/ उच्च शिक्षण संस्थेकडून विद्यार्थ्यांना श्रेयांक (क्रेडिट) देण्यात येतील.

आंतरवासित विद्यार्थ्यांकडून आंतरवासिता उपक्रमासंदर्भात अभिप्राय/ सूचना घ्याव्यात. आंतरवासिता उपक्रमासाठी निवडलेल्या तसेच पूर्ण केलेल्या विद्यार्थ्यांच्या कामकाजाचा अहवाल प्रशासकीय विभागाच्या समन्वयकाकडे तसेच संबंधित महाविद्यालयाच्या आंतरवासिता कक्षाकडे सादर करावा.

आंतरवासिता उपक्रमाच्या अनुषंगाने उच्च शिक्षण संस्थांची भूमिका (HEIs):-

उच्च व तंत्र शिक्षण विभाग, शासन निर्णय दिनांक ०५.०२.२०२४ अन्चये विद्यापीठे व संलग्नित महाविद्यालयांमध्ये आंतरवासिता कक्ष स्थापन करण्याच्या सूचना देण्यात आल्या आहेत.

असे आंतरवासिता कक्ष एआयसीटीई पोर्टल (internship.aicte-india.org) वरील आंतरवासिता संधी नियमितपणे तपासतील. त्यानुषंगाने आपल्या विद्यार्थ्यांसाठी उपलब्ध संधी सुनिश्चित करतील.

अशा आंतरवासिता उपक्रमांची माहिती महाविद्यालयातील विद्यार्थ्यांना देतील. या कक्षाने ओरीएंटेशन कार्यक्रम आयोजित करून आंतरवासिता उपक्रमाच्या उद्दिष्टांची माहिती देऊन त्यासाठी आवश्यक असलेले प्रशिक्षण आणि अपेक्षा, उपक्रमाच्या ठिकाणी अनुपालन करावयाचे शिष्टाचार याबाबत मार्गदर्शन करावे. तसेच Prevention of sexual harassment at work place (POSH) याबाबत सुद्धा विद्यार्थ्यांना माहिती द्यावी.

आंतरवासिता कक्षाने विद्यार्थ्यांना AICTE पोर्टलवर नोंदणी करण्यासाठी मार्गदर्शन, सहकार्य करावे. या पोर्टलवरुन उपलब्ध होणा-या आंतरवासिता उपक्रमांसाठी निवड झालेल्या विद्यार्थ्यांची तसेच विद्यापीठ व उच्च शिक्षण संस्थांकडून उपलब्ध करुन देण्यात आलेल्या आंतरवासिता उपक्रमांसाठी निवड झालेल्या विद्यार्थ्यांची स्वतंत्र नोंद ठेवण्यात यावी.

आंतरवासिताच्या कालावधीत विद्यार्थी व शासकीय कार्यालयांकडून नियमित अभिप्राय घेऊन प्रगतीवर देखरेख ठेवावी. विद्यार्थी आणि शासकीय कार्यलयांमध्ये समन्वयक दुवा म्हणून कार्य करावे. आंतरवासिताच्या अनुषंगाने उद्भवणारे विद्यार्थ्यांशी किंवा शासकीय कार्यालयाशी संबंधित समस्यांचे निराकरण करावे.

आंतरवासिता कालावधीत आंतरवासित विद्यार्थ्यांनी अनुपालन करावयाचे वर्तणूक नियम:-

a. सर्वसाधारणपणे विभागाच्या कर्मचाऱ्यांना लागू असलेले नियमांचे पालन आंतरवासित विद्यार्थ्यांकडून केले जाईल.

b. आंतरवासित विद्यार्थी विभागाच्या गोपनीयते पालन करेल आणि विभाग, त्याचे कार्य आणि धोरणांशी संबंधित कोणत्याही व्यक्ती किंवा संस्थेला गोपनीय माहिती उघड करणार नाही.

c. आंतरवासित विद्यार्थी कोणत्याही बौद्धिक संपत्तीच्या अधिकाराचा दावा करणार नाही, विभागामध्ये केलेल्या कामावर आणि विभागाच्या बौद्धिक मालमत्तेची गोपनीयता काटेकोरपणे राखली पाहिजे. त्याचे उल्लंघन झाल्यास आंतरवासित विद्यार्थी व तो ज्या उच्च शिक्षण संस्थेशी संबंधित आहे ती संस्था आवश्यक त्या कारवाईसाठी पात्र असेल.

d. प्रकल्प कार्याच्या परिणामांवर विद्यार्थी आणि संबंधित उच्च शिक्षण संस्था यांचा कोणताही दावा असणार नाही. पेटंट, डिझाईन्स, सॉफ्टवेअर कॉपीराइट (स्रोत कोड) आणि प्रकाशनांमध्ये, प्रकल्पाच्या कामादरम्यान निर्माण होणारे सर्व बौद्धिक संपदा अधिकार शासकीय विभागाकडे राहील.

e. आंतरवासित विद्यार्थी विभागाच्या पूर्व परवानगीने, त्यांचे कार्य शैक्षणिक संस्थांसमोर आणि सेमिनार/परिषदांमध्ये सादर करु शकतील. तथापि, यासाठीही विभागासाठी गोपनीय असलेली माहिती कोणत्याही परिस्थितीत उघड करता येणार नाही.

f. आंतरवासित विद्यार्थींद्वारे लिहिलेले आणि/किंवा प्रकाशित केलेले कोणतेही कागदपत्रे आणि दस्तऐवजांमध्ये अशी चेतावणी असली पाहिजे की दृश्ये ही आंतरवासित विद्यार्थ्यांची वैयक्तिक मते आहेत.

g. सर्वसाधारणपणे, आंतरवासित विद्यार्थी त्रयस्थ पक्षांद्वारे विभागाशी संवाद साधू शकत नाही किंवा त्याचे प्रतिनिधित्व करू शकत नाही. तथापि, आंतरवासित विद्यार्थी त्यांच्या भूमिका आणि जबाबदाऱ्यांच्या स्वरूपावर अवलंबून विभागाच्या वतीने त्रयस्थ पक्षांशी विशेषतः संवाद साधू शकतील.

h. कोणताही आंतरवासित विद्यार्थी प्रसार माध्यमांशी (प्रिंट आणि इलेक्ट्रॉनिक) विभागाच्यावतीने संवाद साधणार नाही.

i. असमाधानकारक कामगिरीच्या बाबतीत, शासकीय विभाग संबंधित आंतरवासिता विद्यार्थ्याकडून आंतरवासिता मुदत पूर्ण होण्यापूर्वी प्रकल्पाचे काम काढून घेऊ शकेल.

उच्च व तंत्रशिक्षण विभागाची भूमिकाः-

शासकीय आंतरवासितेच्या अनुषंगाने प्रशासकीय विभागांना उपक्रम ठरविणे, एआयसीटीई पोर्टल (internship.aicte-india.org) वर अपलोड करणे यासंदर्भात प्रशासकीय विभागांना मार्गदर्शन करेल. त्यासाठी आवश्यक प्राथमिक कार्यशाळा घेईल.

प्रशासकीय विभागांना आंतरवासिता उपक्रम तयार करण्यास सुलभता असावी यासाठी कार्यपद्धतीच्या अनुषंगाने आवश्यक परिशिष्टे क्र.१ ते क्र.७ तसेच धोरणाचा इंग्रजी मसूदा सोबत जोडला आहे.

सदर शासन आदेश महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२४०२२९१८३१४५०८०८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(अ.म.बाविस्कर)
उप सचिव, महाराष्ट्र शासन

प्रत,
१. मा. राज्यपाल यांचे प्रधान सचिव, राजभवन, मुंबई.
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई.
३. मा. उपमुख्यमंत्री (गृह) यांचे सचिव, मंत्रालय, मुंबई.
४. मा. उपमुख्यमंत्री (वित्त) यांचे उप सचिव, मंत्रालय, मुंबई.
५. मा. मंत्री, उच्च व तंत्र शिक्षण विभाग, यांचे खाजगी सचिव, मंत्रालय, मुंबई.
६. मा. मुख्य सचिव यांचे स्वीय सहायक, मंत्रालय, मुंबई
७. अपर मुख्य सचिव/ प्रधान सचिव/ सचिव, सर्व प्रशासकीय विभाग, मंत्रालय, मुंबई.
८. प्रधान सचिव, उच्च व तंत्र शिक्षण विभाग,यांचे स्वीय सहायक मंत्रालय, मुंबई.
९. कुलगुरु, सर्व अकृषी विद्यापीठे.
१०. कुलसचिव, सर्व अकृषी विद्यापीठे.
११. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे.
१२. संचालक, तंत्रशिक्षण, महाराष्ट्र राज्य, मुंबई.
१३. सहसंचालक, उच्च शिक्षण/ तंत्रशिक्षण, सर्व विभागीय कार्यालये.
१४. सर्व उप सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई.
१५. निवड नस्ती (विशि-३) , उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई.

Appendix 1 - Offer Letter

With reference to your application and later interview you have had with us; we are pleased to confirm your appointment as 'Intern' in <Government Department' from ……………………………………. to ……………………………. subject to the following terms and conditions:

1. The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work, and policies.

2. The Intern shall not claim any intellectual property right, of work done at the Department and must strictly keep the confidentiality of Department's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she and may invite right action.

3. The students and the HEI concerned shall have no claim whatsoever on the results of the project work. The department keeps all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during project work.

4. Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the department cannot be revealed under any circumstances.

5. Any papers and documents written and/or published by the Intern should carry the warning that the views are the personal views of the intern and do not stand for or reflect the views of the Department.

6. The Interns will follow the advice given to them by the Department about representation to the third parties.

7. In general, an Intern may not interact with or represent the Department via- vis third parties. However, Interns may specifically interact with third parties on behalf of the Department depending on the nature of their roles and responsibilities.

8. No Intern shall interact with or represent the Department to the media (print and electronic).

9. Interns shall adhere to workplace norms and abide by ethical standards followed by the Department.

10. In case of unsatisfactory performance, the concerned intern may be told by the Department to drop the project work before the completion of the term of internship.

11. The internship shall be ended forthwith at any stage if the intern is found to be ineligible and/ or the information supplied is found to be incorrect or on grounds of misconduct.

I have read the terms of conditions and agree to abide by it. I hereby accept the offer of internship.

Date: Signature:

Place: Name:

Appendix 2 – Self-Undertaking

I _____, student of _____ College, hereby undertakes as follows:

1. <u>Confidentiality:</u> I acknowledge that during my internship at Legislation Branch, Law and Judiciary Department, I may gain access to confidential information, Government internal procedure, working and discussion on several Bills Notifications and orders, internal processes, and proprietary knowledge, etc. I undertake to maintaining the highest level of confidentiality during and after my internship. I understand that discussing or disclosing any confidential information to external parties is strictly prohibited.

2. <u>No Claim on Research Work:</u> I acknowledge that any research work, documents, reports, or intellectual property I create or develop during my internship will remain the exclusive property of Law and Judiciary Department. I understand and agree that I have no claim, ownership, or right to any such work produced during my internship.

3. <u>Non-Disclosure of Information:</u> I undertake not to disclose, share, or use, sharing, or using any information acquired during my internship for personal gain or the benefit of any other individual, organization, or entity. I understand that this non-disclosure obligation extends beyond the termination of my internship with Legislation Branch, Law and Judiciary Department.

4. <u>Return of Materials:</u> Upon the completion or termination of my internship, I will promptly return all materials, documents, or property belonging to Law and Judiciary Department, including any copies or reproductions made during the internship.

5. <u>Compliance with Policies:</u> I undertake that I will comply with all policies, rules, and regulations of Government of Maharashtra during my internship. I understand that failure to adhere to these policies may result in the termination of my internship.

6. I, acknowledge the 'Certificate of Internship' will be awarded to me after successful completion of the internship.

By signing this undertaking, I affirm that I have read, understood, and agree to abide by the terms and conditions specified herein above.

Date: _____   Intern's Signature:

Place: _____   Name:

Appendix 3 – Certificate of Internship

This is to certify that <Mr./Ms.> …………………………………………… a <student/ graduate> of <University/ Institution> has successfully completed <his/her> Internship with <Government Department> from …………………. to ………………………

During the period of internship, he/she was working with the <project name/ institution name> and was diligently involved in the tasks and projects assigned. He/she proved commendable commitment, dedication, and initiative-taking attitude.

This certificate is awarded in recognition of his/her hard work, valuable contributions, and eagerness to learn which significantly enriched the organisation. We extend our best wishes in all his/her future endeavours.

Date:

Place:

Name and Signature of Authorised Signatory

Appendix 4 – Orientation Structure

Department Background
History
Vision, Mission, and Values
Department Structure
Major Projects/ Programmes

Department Culture
Office Timings and Attendance
Dress Code
Holidays
Lunch and other breaks
Leave policy
Confidentiality policy
Policies on sexual harassment and call and email etiquette
Code of conduct – expected behaviour from interns
Aid provided by the department during internship

Internship Structure
Expectations from Interns
Important Dates and Events
Guidelines for interacting with mentors/ supervisors and other officials
Accessibility to department resources

Appendix 5 – Task Assignment

Mentor Details	
Mentor Name	
Designation	
Email ID	
Phone No.	

Internship Details	
Start Date	
End Date	
Duration	
Location	
Name of Allotted Interns	
Project/ Institution (assigned to Intern 1)	
Project/ Institution (assigned to Intern 2)	

Tasks (assigned to intern 1)	
Task	**Details**
Task one	
Task two	
Task three	
Task four	
Task five	

Tasks (assigned to intern 2)	
Task	**Details**
Task one	
Task two	
Task three	
Task four	
Task five	

Date: Mentor Signature:

                                                    Mentor Name:

Appendix 6 – Internship Work Plan

Intern Details	
Intern Name	
HEI Name	
Course	
Year	
Email ID	
Phone No.	

Internship Details	
Start Date	
End Date	
Duration	
Location	
Assigned Project/ Institution	
Name of Mentor/ Supervisor	

Suggested Work Plan			
Task	**Detailed Sub-Tasks**	**Due Date**	**Mentor/ Supervisor Review**
Task one			
Task two			
Task three			

Appendix 6 – Internship Work Plan

Updated Work Plan					
Tasks	Detailed Sub-tasks	Due Date	Completed (Yes/ No)	Intern Remarks	Mentor/ Supervisor Remark
Task one					
Task two					
Task three					

Date:

Intern Signature: Mentor Signature:
Intern Name: Mentor Name:

Appendix 7 – Evaluation of Internship Programme

Criteria	Details
Outcomes of Internship	**Did the internship achieve expected goals?** **Percentage of completed task with respect to uncompleted task.** **Reasons behind completion and not-completion of task such as lack of required skill sets in interns, lack of clarity, limited time, lack of resources provided etc.**
Application Rate	**No. of applications received**
Retention Rate	**No. of interns who completed internship/ Application Rate**
Cost per Hire	**Total Cost for hiring one intern**

Higher and Technical Education Department
Government of Maharashtra

Government Internship Policy

Contents

1   Introduction

India will have the largest working age population in the world by 2030. To capitalize on India's remarkable demographic dividend, it is essential to to improve the quality of education and make it relevant in terms of supplying employment opportunities.

India's new National Education Policy (NEP) 2020 underscores the need for enhanced vocational education, internships, apprenticeships, and first-hand learning to ramp up the higher education landscape of India. NEP also mandates that students at all HEIs will be provided with internships with local industry & research internships with faculty and researchers to improve employability.[1] Further, UGC has directed HEIs to design internship/ apprenticeship programs in consultation with AICTE, FICCI, CII and other commercial/ non-commercial organisations and industries to increase employability of students.[2]

In line with NEP 2020 and National Credit Framework (NCrF), the Government of Maharashtra released two Government Resolutions (GRs)[3] to reinforce NEP implementation and credit revision across Maharashtra HEIs. These GRs lay out detailed guidelines for curriculum interventions for Four Year UG Engineering /AICTE courses, B.A./ B.Sc./ B.Com. (and all Non-AICTE UG courses), and M.A./ M.Sc./ M.Com. (and all Non-AICTE PG courses).

Internships are short-term work experiences provided by organizations to students and recent graduates to gain practical experience and hand-on exposure in a specific industry, profession, or field of study. They are structured in such a way that they become learning opportunities for interns wherein they get a chance to apply academic knowledge to real- world situations. This helps them to develop their skills and gain invaluable professional experience.

Internships are offered to individuals not only by corporate entities and research organizations, but also by government ministries, departments, bodies, and agencies. Government internships are available at various levels of the government including central government, state government and local bodies. They cover a wide array of areas including finance, law, public policy, agriculture, industries and more.

With seventy-five universities, twenty state public universities and over five thousand colleges and standalone institutions, Maharashtra is one of the largest education hubs in

---

[1] National Education Policy 2020 | Government of India
[2] UGC Guidelines for Higher Education Institutions to offer Apprenticeship/ Internship embedded Degree Programmes
[3] NEP GR dated – 1. 20 April 2023, and 2. 4 July 2023

India. It has the largest post graduate enrolment in the country with more than 3.3 lakh students and the second largest undergraduate enrolment with around twenty-four lakh students.[5] As NEP 2020 mandates integration of internship in the curriculum at the UG and PG levels, there is an increased demand for internships in Maharashtra.[6] This demand cannot be solely met by the private sector. Therefore, the public sector should step in to offer quality internships. In addition, internships offered by the public sector are solutions to challenges of access and availability of internships for students in rural, semi-rural and semi-urban areas. Government internships offer invaluable opportunities for students based in rural, semi-rural and semi-urban areas pursuing technical and non-technical courses in areas where there is a limited presence of industries and other business institutions.

With the endeavour of making fresh graduates employable with the necessary knowledge and skills and to efficiently implement internships in government departments and bodies, the Government of Maharashtra notifies the 'Maharashtra Government Internship Policy for Students.' These guidelines will function as a framework for government departments to effectively design their own internship programmes.

2   What is a Government Internship?

Internships may be considered as educational and career development opportunities, supplying practical experience in a field or discipline. They are structured, short-term, supervised placements often focused on structured tasks or projects with defined timescales.

As part of Government Internships, interns get an opportunity to apply their academic learnings in the complex dynamics of diverse government departments, with excellent potential for professional development. The internships should be designed in such a way that Government Departments have incentives to offer a structured working and learning experience to students and have flexibility in offering competitive stipends to deserving interns.

2.1   How do Student Interns benefit from Government Internships?

- **Gain an insider and realistic view of the government system and get first-hand work experience:** The intern may take part in official work, which will provide him/her an overall perspective on the challenges and rewards of working in the government departments and gaining extensive knowledge of government administration, finance, planning and field implementation.

---

[5] Me & My NEP | Department of Higher and Technical Education, Government of Maharashtra
[6] National Education Policy 2020 | Government of India

- **Integrate academic coursework with practical application and skill development:** The government departments hosting interns will supply learning experiences in key skill areas that will be critical to success in one's career.
- **Network with professionals in intern's field of interest:** Throughout the program, the interns will be able to connect with government officials, mentors, sector experts both within and outside the government departments, fellow interns in the program cohort, alumni interns, consultants and other professionals who can support them in their work and career.

2.2 How do Government Departments benefit from Government Internships?

Interns bring knowledge, skills, and enthusiasm that augments the ability and rejuvenates the Government Departments. Interns can both be engaged in existing projects of the Government Departments as well as be tasked with scoping new pursuits/ strategies of the department. Thus, an internship program can bring numerous benefits to the Government Departments including:

- Gaining short term talent to aid current employees and increase productivity.
- Attracting enthusiastic workers who can contribute innovative ideas and bring fresh, perspectives.
- Evaluating a potential future employee and creating a pipeline of candidates.
- Offering management experience to mid-level employees working as intern supervisors/ mentors
- Increasing diversity in the Government Departments by ensuring access to candidates with specific skills and/or knowledge
- Prioritizing internships for students from nearby HEIs to strengthen relationships with various educational institutions.

3 Institutionalization of Government Internships

The Government Internship Policy guidelines set the broader framework to ease an internship program at government department levels. It lays down basic criteria with regards to eligibility, terms of engagements, tentative internship profiles etc. which help government departments to kick start the program. It provides flexibility to Government Departments to precisely define the scope of the internship as per the respective department's requirements. The **AICTE platform** further provides an easy-to-access platform allowing interns to access opportunities in government departments across Maharashtra and in turn providing government departments an access to **All India Council for Technical Education (AICTE)** pool of institutions hosting students as potential interns.

Government departments should design internship programs to achieve the following objectives:

- **Nourish skills:** To serve as a platform for skill development through hand-on experience and exposure to a professional environment that will further enhance their employability and prepare them for their future careers.
- **Opportunity to work with government:** To provide an opportunity to engage with the government at various levels from grassroots to policy-making spheres, exposing interns to challenges faced by the communities and intricacies of decision- making and policy implementation.
- **Exposure to complexities of public administration and governance:** To delve deep into the nuances of public administration and governance and develop a deep understanding of the development and implementation of policies. Interns gain insights into the administrative procedures, interplay of various stakeholders involved in governance and challenges in delivery of public services.
- **Creation of innovative solutions to existing challenges:** To encourage interns to apply their knowledge and creativity to produce innovating solutions to address existing challenges faced by government departments, which will further help in the cause of good governance in the public space.
- **Development of compassionate and responsible individuals:** To ease development of compassionate and responsible individuals committed to create positive societal impacts by supplying exposure to the realities of governance and community challenges.
- **Development of decision-making and teamwork skills:** To foster the development of problem-solving and decision-making skills and developing a culture of teamwork and collaboration. Internships should also focus on inculcating principles, ethics, values, and integrity in interns which will help them to excel in a professional environment.

4   Designing Government Internships

Government Departments have ample flexibility in designing the scope of the internship, including the mode of internship, selection criteria, key responsibilities assigned to interns, as per the requirements of the department. Government departments can refer to the below mentioned guidelines to design and implement internships for students:

4.1   Mode and Timeline of Internship

- The concerned government department can define the mode of internships (full- time, part-time, or virtual) based on the requirement of the department.
- The timeline of internships can vary between 15 days to 6 months, as per the need of the government departments.

- Internships lasting longer than 6 months can be designed in discussion with concerned universities and be designated as 'Special research projects', to be completed in part-time manner.

4.2   Types of Government Internships

Sr. No	Type of Government Internship	
1	Based on Mode of Internship	- Full-Time - Part-Time - Virtual
2	Based on Duration of Internship	15 days to 6 Months - longer 6 months
3	Based on Stipend	- Paid - Unpaid
4	Based on work traits	- Technical - Legal - Monitoring and Evaluation - Statistical survey based and allied. - Documentation (Marathi, English, Hindi etc.) - Community Outreach - Branding and Marketing - Commerce cum financial - Art and Creative - Domain specific Research agriculture, health, education etc.

4.3   Selection Process

- Government departments can frame the selection criteria as per their respective needs which may be impacted by factors such as the length and complexity of the selection process, intern vacancies, stipend, eligible supervisors, amongst others.

Some suggested selection criteria for interns can include.

a) Student should be enrolled in UG/PG/Ph.D. program in the current academic year to a HEI in the state of Maharashtra.
b) Students' academic performance in the previous semesters and previous education as grade 10th , 12th etc.
c) First come first serve basis.
d) Students' skill sets, required for the internship such as (Microsoft Office proficiency, Documentation, knowledge of finance and accounting, marketing and community outreach and designing surveys, etc.)
e) Students' personal interview in line with the internship requirement. [Refer Appendix 7 (Suggested Interview Questions) for sample interview questions]
f) Students from nearby HEI can be given priority for the ease of access and mobility. [This is a suggestion final decision is up to the concern government department.]

4.4   Budget Allocation

The stipend and incentives to be paid should be benchmarked with the talent and similar engagements in other government internships. Finding the correct level of compensation can directly impact the performance and experience for the intern and employer. While the guidelines do not require that interns be paid, practical considerations weigh heavily in favor of granting paid as opposed to unpaid internships which includes the following:

- Paid internships will expose the government departments to a broader pool of intern candidates. As number of candidates cannot afford to forgo paid work to gain the valuable experience an internship may offer. If a department limits its candidates to only those fortunate enough to have adequate financial resources to be able to consider an unpaid internship, the department will be severely limiting its pool.
- Compensation facilitates the establishment of clear expectations from interns. However, the final decision about compensation is subject to the understanding and discretion of the government departments considering several factors mentioned above.
- If required, allocate a modest budget for expenses of interns. Departments can cover such expenses under administrative expenses.
- A dedicated finance head shall be assigned within each department to streamline the internship process and manage the expenses of internship programs effectively.

4.5 Possible Legal Considerations

The Intern appointed by the Government Department shall see the following Code of Conduct, which shall include but not be limited to, the following:

- The Intern shall follow the rules and regulations, which are in general applicable to employees of the Department.
- The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work, and policies.
- The Intern shall not claim any intellectual property right, of work done at the Department and must strictly keep the confidentiality of Department's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she and may invite right action.
- The students and the HEI concerned shall have no claim whatsoever on the results of the project work. The department keeps all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during project work.
- Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the department cannot be revealed under any circumstances.
- Any papers and documents written and/or published by the intern should carry the warning that the views are the personal views of the intern and do not stand for or reflect the views of the Department.
- The Interns will follow the advice given to them by the Department about representation to the third parties.
- In general, an Intern may not interact with or represent the Department via- vis third parties. However, Interns may specifically interact with third parties on behalf of the Department depending on the nature of their roles and responsibilities.
- No Intern shall interact with or represent the Department to the media (print and electronic).
- Interns will conduct themselves professionally in their relationship with the Department and the public in general.
- In case of unsatisfactory performance, the Department may recommend that the concerned Intern drop the project work before the completion of the term of internship.

Further, the departments are recommended to ensure compliance with national, state/UT and local statutes/guidelines about workplace standards and safety, prevention of sexual harassment (Vishakha Guidelines), access to sanitary facilities and other norms as applicable according to the law of the land.

A sample offer letter and undertaking is enclosed in [Appendix 1](#) (Offer Letter) and [Appendix](#) [2](#) (Confidentiality Agreement) which address the above suggestions.

5   Implementation of Government Internships

There are many questions which need to be addressed when government departments consider introducing an internship program. This section will offer step-by-step instructions for developing and implementing a successful internship program. There are documents enclosed in the appendix with the policy guidelines to support the planning and implementation of Government internships.

5.1   Role of Various Stakeholders in Planning and Implementation of Government Internships

One critical element in developing a successful internship program is planning. These planning elements include finding project work, lining up a mentor/supervisor, and evaluating opportunities for experiential learning. Continuous evaluation of the internship program will allow departments to design and implement internships more effectively.

5.2   Broad Steps of Planning by Different Stakeholders

The various stakeholders of government internships are Government departments, Department of Higher and Technical Education Department, HEI, and Interns.

The following section builds out the different stages of the government internship, starting from the planning stage through to the conclusion of the internship. These stages will help the respective departments plan the internship in a more comprehensive manner:

The 4 different stages of planning government internships include:
- Pre- Government Internship
- Government Internship Kick-off
- During the government internship
- Concluding government internship

5.3   Role of Government Departments

5.3.1   Pre- Government Internship

- **Awareness and sensitisation programmes:** Create awareness and sensitize the officers and staff of the departments for effective implementation of internship programs through workshops and seminars.

- **Identification of nodal officer**: An official within the government department shall be assigned to coordinate the government internship program for the department.
- **Defining the role of supervisor/mentor for interns:**

  o **Guidance and Support:** A mentor is an officer from the government department who manages guiding and supporting interns in fulfilling the requirements of the internship.
  o **Skill Development:** Mentors play a critical role in the professional development of interns. They aid interns in finding areas for improvement and offer opportunities to hone their technical skills as well as soft skills.
  o **Work Plan:** Mentors shall create work plans/ work schedules (duly approved by Head of Department) that interns shall adhere to. [Refer Appendix 5 (Task Assignment) for sample work plan to be created by mentors/supervisors]
  o **Reports:** Prepare reports of interns about their performance and give to the Head of Department.

- **Assessment of internal needs:** The internship coordinator should collaborate with staff to assess current projects and workload to determine appropriate situations where an intern might contribute. The internship coordinator can ask the following questions to the relevant staff members within the department:
  1. What ongoing tasks are taking place in the Government Department?
  2. Which projects are currently on the "back burner or lagging due to lack of sufficient human resources?"

- **Allocation of resources:** In preparation of the Internship Program kick-off, departments should consider the allocation of different resources required to create an environment where the intern can succeed.

- **Departments need to decide specific program needs along the following questions:**
  a. Number and types of candidates based on the roles and skills required by the department.
  b. What does the department hope to achieve from the program?
  c. When will the interns be needed?
  d. At which office location of the department will the interns work?
  e. Will this internship(s) encompass one major project or a variety of small projects?
  f. Who will be the supervisor/mentor of the interns at various offices and location?

A sample draft circular is enclosed in Annexure 1 (Draft Circular) which addresses the above suggestions.

5.3.2 Government Internship Kick-Off

- Register the department on the **AICTE Portal** (internship.aicte-india.org) to post internship opportunities. [Refer Annexure 5 (How to register an as employee on AICTE National Portal?) for step-by-step guideline for government department registration]
- Draft and release the circular of internship to be offered by the government department. Please ensure that there is a minimum of seven working days' time for the students to apply after the internship is floated on the AICTE Portal and there is a minimum of ten working days allocated to complete the selection process and seven working days allocated for onboarding of interns by the department. [Refer Annexure 7 (How to register as a Student on AICTE National Internship Portal?) for step-by-step guideline for student registration and login]

Suggested time duration for implementation and planning for government internship:

Sr.	Activity	Time-Duration
1	Application Process	7 working days
2	Selection Process	10 working days
3	On-boarding of interns	7 working days

- Post internship opportunity on the AICTE Portal in line with released circular by the government department. [Refer Annexure 6 (How to post internships on AICTE National Internship Portal?) for step-by step guidelines for posting internship]
- Design the review schedule and format for supervisors/mentors.
- Close the application period and review candidates with input from stakeholders like workplace supervisors on the portal.
- Schedule phone interviews to screen candidates and set up systemized interview process via the portal to ensure consistency & transparency in the process.
- Schedule added rounds of phone or in-person interviews, as necessary. [Refer Appendix 7 (Suggested Interview Questions) for sample interview questions)
- Train workplace supervisors on managing interns and completing the tasks they will collaborate with interns to conduct.
- Compile and give program and logistical information to interns with input from key stakeholders. Prepare workplaces and orientation materials for interns.
- Interns should submit a self-undertaking form acknowledging their commitment to maintaining confidentiality, shouldering responsibilities and respecting the intellectual property of the Government. [Refer Appendix 2 (Self-Undertaking) for sample self- undertaking form]
- Welcome interns and conduct orientation and organize a kick-off meeting between supervisors and interns. Expectations and regular communication should be laid out clearly in this meeting. The orientation session should include awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) (PoSH)

Act, 2013. [Refer Appendix 4 (Orientation Structure) for suggested structure of orientation session]

5.3.3   During Period of Internship

- Review and approve the workplans of interns.
- Maintain regular communication with interns as required, including the promotion of opportunities for them to explore beyond the confines of the program.
- Conduct weekly review and feedback sessions between interns and supervisor.
- Supervisors/mentors to fill evaluation form of interns at a point as deemed appropriate within the internship duration.
- Interns shall be exposed to the department's functions and activities by organising workshops and seminars.

Sample work plan formats are enclosed in Appendix 6 (Internship Work Plan) which address the above suggestions.

5.3.4   Concluding Internship

- Conduct final evaluations of the interns.
- Interns to present their work to supervisor/mentor, internship co-Ordinator of the department, centralized internship cell representative from the HEI. Ask interns to rate the internship on the platform in the spirit of continuous improvement.
- Document a summary of the status of all projects, including complete and uncomplete task assigned to interns.
- Record contact details of interns, their certificates, tasks allotted, intern performance, feedback, and other necessary information for future reference.
- Internship co-ordinator should review the supervisors/mentors and internship program to improve it further.
- A high-quality internship experience will raise the profile of the government department and attract the best talent to them. The evaluation process should finally lead to issue of the Certificate of Internship by the department to the interns. [Refer Appendix 3 (Certificate of Internship) for sample Certificate of Internship]

For both formal and informal evaluations, success hinges upon the identification and tracking of certain measures. These measures offer insight into how government internship program implementation meets or falls short of expectations and are thus critical to program improvement. [Refer Appendix 8 (Evaluation of Internship Programme) for evaluation of internship and Annexure 2 (Internship Structure) for structure of internship]

5.4 Role of Higher Education Institutions (HEIs)

The centralized internship cell constituted in the HEI is accountable for the outreach of the government internship opportunities to the relevant students.

- **Student Registration:** Centralized Internship cell will promote and support students' registration on AICTE Portal. [Refer Annexure 4 (Blueprint for Centralized Internship Cell) for structure of centralized internship cells)

- **Visibility of Government Internship:** Centralized Internship cell will flag and ensure the visibility of the government internship opportunities to the relevant students. This can be done by regularly checking the internship opportunities page on AICTE Portal (internship.aicte-india.org).

- **Preparation and Orientation:** Centralized internship cell will prepare students for internships by supplying necessary training and guidance on expectations, workplace etiquettes and aims of the government internship programme.

- **Monitoring and Evaluation:** HEIs will oversee the progress of internship by collecting feedback from both interns and government departments monthly or on a regular basis in line with the duration of internship. This ensures that students fulfil academic requirements and gain valuable experiences. [Refer Appendix 8 (Evaluation of Internship Programme) for evaluation of internship]

- **Academic Integration:** HEIs should integrate internship experience into the academic curriculum via award of credits. This ensures that the learnings from the internship aligns with academic requirements of students.

- **Nodal Coordination:** The Nodal Officer of the centralized internship cell is a representative of the HEI appointed by the head of the institution and serves as a link between the HEI and the government department, easing communication and coordination between the two entities.

- **Ensuring Compliance:** The Officer ensures that the internship aligns with the academic requirements. This includes monitoring of the programme and supplying periodic reports to the HEI.

- **Resolving Issues:** The Officer addresses any challenges or conflicts that may arise during the internship period.

Detailed guidelines on the above suggestions are available in Annexure 3 (Internship Policy).

5.5 Role of Department of Higher Education

- **Co-ordination between Government departments and HEI:** Department of Higher and Technical Education Department is going to actively ease the co-ordination between the government departments and HEIs (centralized internship cell and Nodal Officer) by facilitating workshops/meetings/orientation programs on government internship program by the departments. A series of two

workshops/meetings should be scheduled during the planning of government internships and post completion of internships.

- **Monitoring and Evaluation:** Regularly monitoring the execution of internships, assessing whether guidelines are being followed and evaluating the quality and relevance of internships.
- **Support and Resources:** Supplying resources, guidance, and support to government departments to ease the effective implementation of internship guidelines.
- **Collecting Feedback:** Collecting periodic feedback from interns, HEIs, government departments, nodal officers, mentors/ supervisors, professors, and interns to continuously improve the internship experience.

5.6 Role of Interns

- **Proactively register** on the AICTE portal by ensuring all the fields are filled accurately as this is going to affect the selection of students for government internship.
- **Be updated** with the latest communication about government internships on the AICTE portal.
- **Prepare diligently** for the internship's selection process. Attend the personal interview if called online or offline as per the internship notice.
- **Diligently engage** and take part in the selected government internship.
- **Prepare workplans** and adhere to work plans. Maintain regular communication with the assigned supervisor and mentor and Nodal Person of centralized internship cell during the internship.
- **Submit all the required documents** as per the department, supervisor/mentor guidance documents to ensure a successful completion of government internship.

5.7 Reference of Internship Policy

Internship policy is a primary detailed guideline to the HEI to effectively structure and facilitate the internship for students across technical, non-technical UG and PG courses. Government departments can refer the Internship policy for finalizing (a.) suitable timeline for government internships (b.) duration of government internship (c.) understating the internship cell structure of HEI to ensure cooperation and maximum participation.

6 Way Forward

The policy guidelines suggest all the government departments in the state of Maharashtra to create government internship opportunities and release required guidelines to ensure seamless implementation of government internship programs for the state of Maharashtra.

7   Appendix

7.1   Appendix 1 - Offer Letter

With reference to your application and later interview you have had with us; we are pleased
to confirm your appointment as 'Intern' in <Government Department' from
…………………………….. to .... subject to the following terms and conditions:

1. The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work, and policies.

2. The Intern shall not claim any intellectual property right, of work done at the Department and must strictly keep the confidentiality of Department's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she and may invite right action.

3. The students and the HEI concerned shall have no claim whatsoever on the results of the project work. The department keeps all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during project work.

4. Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the department cannot be revealed under any circumstances.

5. Any papers and documents written and/or published by the Intern should carry the warning that the views are the personal views of the intern and do not stand for or reflect the views of the Department.

6. The Interns will follow the advice given to them by the Department about representation to the third parties.

7. In general, an Intern may not interact with or represent the Department via- vis third parties. However, Interns may specifically interact with third parties on behalf of the Department depending on the nature of their roles and responsibilities.

8. No Intern shall interact with or represent the Department to the media (print and electronic).

9. Interns shall adhere to workplace norms and abide by ethical standards followed by the Department.

10. In case of unsatisfactory performance, the concerned intern may be told by the Department to drop the project work before the completion of the term of internship.

11. The internship shall be ended forthwith at any stage if the intern is found to be ineligible and/ or the information supplied is found to be incorrect or on grounds of misconduct.

I have read the terms of conditions and agree to abide by it. I hereby accept the offer of internship.

Date: Signature:

Place: Name:

7.2 Appendix 2 – Self-Undertaking

I _____, student of _____ College, hereby undertakes as follows:

1. <u>Confidentiality:</u> I acknowledge that during my internship at Legislation Branch, Law and Judiciary Department, I may gain access to confidential information, Government internal procedure, working and discussion on several Bills Notifications and orders, internal processes, and proprietary knowledge, etc. I undertake to maintaining the highest level of confidentiality during and after my internship. I understand that discussing or disclosing any confidential information to external parties is strictly prohibited.

2. <u>No Claim on Research Work:</u> I acknowledge that any research work, documents, reports, or intellectual property I create or develop during my internship will remain the exclusive property of Law and Judiciary Department. I understand and agree that I have no claim, ownership, or right to any such work produced during my internship.

3. <u>Non-Disclosure of Information:</u> I undertake not to disclose, share, or use, sharing, or using any information acquired during my internship for personal gain or the benefit of any other individual, organization, or entity. I understand that this non-disclosure obligation extends beyond the termination of my internship with Legislation Branch, Law and Judiciary Department.

4. <u>Return of Materials:</u> Upon the completion or termination of my internship, I will promptly return all materials, documents, or property belonging to Law and Judiciary Department, including any copies or reproductions made during the internship.

5. <u>Compliance with Policies:</u> I undertake that I will comply with all policies, rules, and regulations of Government of Maharashtra during my internship. I understand that failure to adhere to these policies may result in the termination of my internship.

6. I, acknowledge the 'Certificate of Internship' will be awarded to me after successful completion of the internship.

By signing this undertaking, I affirm that I have read, understood, and agree to abide by the terms and conditions specified herein above.

Date: _____   Intern's Signature:

Place: _____   Name:

7.3 Appendix 3 – Certificate of Internship

This is to certify that <Mr./Ms.>.. a <student/ graduate> of <University/ Institution> has successfully completed <his/her> Internship with <Government Department> from …………………. to ………………………

During the period of internship, he/she was working with the <project name/ institution name> and was diligently involved in the tasks and projects assigned. He/she proved commendable commitment, dedication, and initiative-taking attitude.

This certificate is awarded in recognition of his/her hard work, valuable contributions, and eagerness to learn which significantly enriched the organisation. We extend our best wishes in all his/her future endeavours.

Date:

Place:

Name and Signature of Authorised Signatory

7.4   Appendix 4 – Orientation Structure

Department Background
History
Vision, Mission, and Values
Department Structure
Major Projects/ Programmes

Department Culture
Office Timings and Attendance
Dress Code
Holidays
Lunch and other breaks
Leave policy
Confidentiality policy
Policies on sexual harassment and call and email etiquette
Code of conduct – expected behaviour from interns
Aid provided by the department during internship

Internship Structure
Expectations from Interns
Important Dates and Events
Guidelines for interacting with mentors/ supervisors and other officials
Accessibility to department resources

7.5   Appendix 5 – Task Assignment

Mentor Details	
Mentor Name	
Designation	
Email ID	
Phone No.	

Internship Details	
Start Date	
End Date	
Duration	
Location	
Name of Allotted Interns	
Project/ Institution (assigned to Intern 1)	
Project/ Institution (assigned to Intern 2)	

Tasks (assigned to intern 1)	
Task	**Details**
Task one	
Task two	
Task three	
Task four	
Task five	

Tasks (assigned to intern 2)	
Task	**Details**
Task one	
Task two	
Task three	
Task four	
Task five	

Date: Mentor Signature:
                                                  Mentor Name:

7.6 Appendix 6 – Internship Work Plan

Intern Details	
Intern Name	
HEI Name	
Course	
Year	
Email ID	
Phone No.	

Internship Details	
Start Date	
End Date	
Duration	
Location	
Assigned Project/ Institution	
Name of Mentor/ Supervisor	

Suggested Work Plan			
Task	**Detailed Sub-Tasks**	**Due Date**	**Mentor/ Supervisor Review**
Task one			
Task two			
Task three			

Updated Work Plan

Tasks	Detailed Sub-tasks	Due Date	Completed (Yes/ No)	Intern Remarks	Mentor/ Supervisor Remark
Task one					
Task two					
Task three					

Date:

Intern Signature: Mentor Signature:

Intern Name: Mentor Name:

7.7 Appendix 7 – Suggested Interview Questions

1. Why are you interested in interning here?
2. What are your strengths and weaknesses?
3. How will this internship aid you in your future career aspirations and personal development?
4. How do you manage situations when faced with the tasks or projects outside your comfort zone?
5. What is the role of the government department and its primary functions within the state?
6. How do you envision to contribute to the objectives of the department?
7. Please elaborate on a recent policy/ initiative undertaken by the department. What are your views on it?
8. Share an example of a problem/ challenge faced by the department. How would you try to solve this issue?
9. How is an internship with a government entity different from that of a corporate internship?

7.8 Appendix 8 – Evaluation of Internship Programme

Criteria	Details
Outcomes of Internship	Did the internship achieve expected goals?
	Percentage of completed task with respect to uncompleted task.
	Reasons behind completion and not-completion of task such as lack of required skill sets in interns, lack of clarity, limited time, lack of resources provided etc.
Application Rate	No. of applications received
Retention Rate	No. of interns who completed internship/ Application Rate
Cost per Hire	Total Cost for hiring one intern

8 Annexure

8.1 Annexure 1 – Draft Circular

1. Purpose

NEP-2020 mandates credit-based internships for all courses in UG and PG. This presents a unique challenge to the academia and students at present-day. India is going to have the largest working age population in the world by 2030.To capitalize on India's remarkable demographic dividend, it is essential not only to improve the quality of education but also to make it relevant in terms of supplying employment opportunities.

The Government of India has undertaken various initiatives to enable youth to fully take part in the job market and gain access to employment services. Despite this, gainful employment is a challenge for most of the graduating students from universities. "Internships have a huge role to play in this context. World over, internships are considered as the most efficient and promising structured training for exposure to the real working environment. They have enormous potential to combine work-based learning with theoretical knowledge of related disciplines. Through apprenticeship/internship, students may actively engage with the practical side of their learning."

An internship is an opportunity for students to develop practical skills and gain real-world experience in a government setting. It exposes students to various government departments and their roles in nation-building, thereby helping in the creation of well- informed citizens. It provides them an opportunity to be active participants in the process of tackling development challenges. Mentorship can help interns gain a deep understanding of the development and implementation of government policies. It helps to bridge the gap between government agencies and citizens. Interns can bring fresh perspectives and innovative ideas to existing challenges, which can benefit the overall society. For the larger benefit of the student community and with a view to enriching the management and implementation of its various schemes, the Government of Maharashtra notifies the 'Internship Policy' to provide a framework for the engagement of interns for a limited period.

2. Objective

- Nourish the skills of youth by providing them an opportunity to work with the Maharashtra Government
- Expose interns to the complexities of public administration and governance and supply a deep understanding of the development and implementation of policies.
- Allow interns to produce innovative solutions to existing challenges which will further help in the cause of good governance in the public space.
- Facilitate the development of compassionate and responsible individuals who are sensitive towards societal issues.

- To potentially identify and groom future leaders and policymakers.

3. Eligibility

All applicants should meet the below criteria:

- Pursuing graduation or post-graduation in any field from recognized universities in Maharashtra.
- The age of the applicant should be above 18 years.
- Should be available throughout the duration of the internship and should be free from any other professional commitment during the tenure.

4. Duration

The internship shall be for a minimum period of -------months to a maximum of --------- months.

5. Internship Period

The internship period will be as follows:

- Summer Internship – April to July
- Winter Internship – November to February

*However, the above timelines are indicative, and the actual duration will be dependent on the nature of internship released by the concerned department office and the university/colleges.

6. Detailed Scope of Internship

Every office shall indicate the number of internship positions available for UG, PG and PhD students.

Number of internship positions: ----------

Sr. no	Job description	Duration	Internship Location	Skill Set Required	Eligibility	Stipend
1						
2						
3						
4						
5						
6						

7. Stipend

- A token stipend of Rs. /- (-----) per month would be paid to an intern (pursuing graduation), subject to satisfactory performance, duly certified by his Supervisor/Mentor.
- A token stipend of Rs /- (   ) per month would be paid to an intern (pursuing post-graduation), subject to satisfactory performance, duly certified by his Supervisor/Mentor.
- This stipend will be a consolidated sum no additional amount will be paid to the intern on account of travel etc.

8. Application Procedure

- Interested and eligible students shall only apply online information to be provided by the government offices: (URL----------------). The offices identified for the internship shall publish all relevant information on the internship portal including duration, number of interns, stipend, any specific eligibility criteria etc.
- Applicants shall upload the following documents:
- Class 10 Marks Sheet
- Class 12 Marks Sheet
- Graduation Marks Sheet (only for post-graduate applicants)
- Marks sheet of completed semesters (for both graduate and post-graduate applicants)
- College/ University ID
- Bonafede Certificate/Recommendation/Reference letter (duly signed by HOD)
- Latest resume
- Passport size photograph
- Signature
- Statement of Purpose (five hundred words)

9. Selection Procedure

- The Interns will be shortlisted and shortlisted and selected by the committee formed by the ------------Departments based on the examination of uploaded certificates, resume and Statement of Purpose.
- The Selection committee will have nominated members from the departments providing internships.
- The selection will be based on the applicant's qualifications, skills, and eligibility criteria such as academic qualification, score and personal interview.
- For the final selection of interns, interviews may be conducted in person or online, if necessary.

- The list of selected candidates would be intimated to candidates via email or the AICTE official website.

10. Certificates

An Internship Completion Certificate duly signed by the Head of the Department shall be issued to those interns after successful completion of the internship programme submission of the report duly countersigned and accepted by the Competent Authority. The internship shall be sent via post after 1 month of completion of the internship. A Letter of Recommendation shall be provided to those interns who perform exceptionally during the internship.

11. Monitoring and Evaluation of Internes and Internship Process

- Government department hiring the interns is the primary responsible department to facilitate the selection and placement of the interns within the departments.
- Day to day reporting of the interns will be to the assigned mentor/supervisor such as attendance and task allocation.
- Interns and the departments can access the online AICTE internship platform for the reporting.
- Weekly reports will be submitted by the interns on the assigned task.

12. Code Of Conduct

The Intern appointed by the Department shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- The Intern shall follow the rules and regulations, which are in general applicable to employees of the Department.
- The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work, and policies.
- The Intern shall not claim any intellectual property right, of work done at the Department and must strictly maintain the confidentiality of Department's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she and may invite appropriate action.
- The students and the sponsoring institution concerned shall have no claim whatsoever on the results of the project work. The department retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during project work.
- Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose

information that is confidential to the department cannot be revealed under any circumstances.

- Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the intern and do not represent or reflect the views of the Department.
- The Interns will follow the advice given to them by the Department regarding representation to the third parties.
- In general, an Intern may not interact with or represent the Department via- vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Department depending on the nature of their roles and responsibilities.
- No Intern shall interact with or represent the Department to the media (print and electronic).
- Interns will conduct themselves professionally in their relationship with the Department and the public in general.
- The mode of internship will be physical in person at the allotted internship location. Generally, Interns are required to be present at the Department/allocated premises from 10.00 am to 06:00 pm, unless otherwise permitted by the Supervisor/Mentor in writing.
- The Intern must make his/her own accommodation arrangement during the internship.
- In the event of unsatisfactory performance, the concerned Intern may be advised by the Department to discontinue the project work before the completion of the term of internship.

13. Placement

- Every batch of Interns or individual Interns will have a Technical Project Supervisor/Mentor from the Department.
- The internship is neither an employment nor an assurance of an employment with the Department.

14. Submission of Report/Paper

- Work plans and work schedules shall be developed by the Supervisor/ Mentor and the interns shall invariably adhere to the same.
- The Interns will be required to submit a Report on the work undertaken at the end of the internship to this Department.
- The project report prepared for the sponsoring institution in which the intern is enrolled and for the Department is required to be identical in all respects.

- The students must furnish a "No–Demand Certificate" to this Department in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- The certificate in the project report prescribed by the sponsoring institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at the Department. The acknowledgement sheet in the project report should mention the name of the Supervisor/Mentor who has guided the Intern at the Department.

15.   Termination

- The Department may disengage an intern if the Department is of the view that the services of the Intern are no more required.
- The Department may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- If the Intern decides to disengage from the Department, he should provide 2 weeks' prior notice.
- Upon termination, the intern must hand over to the Department, any papers, equipment, or other assets which might have been given to the intern by the Department during his/her project work with the Department. This will include any badges or ID Cards which may have been issued to the Intern.
- If it comes to the notice of the Department that the person whose services have been terminated by the Department continues to act in a manner that gives the impression that h/she is still working for the Department, the Department shall be free to take appropriate legal action against such person.
- The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the intern.

16.   Power to Remove Difficulties

The Competent Authority in this case the Head of department of the HEI shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

8.2 Annexure 2 – Internship Structure

1. Advertisement of internship on AICTE National Internship Portal

2. All eligible/ interested candidates apply only through the portal and follow the process prescribed therein

3. Shortlisting of interns by a committee appointed by Head of Department based on candidates' qualifications and skills, eligibility criteria and other metrics

4. Final selection based on online/ offline interviews conducted by Head of Department or other officials

5. List of selected candidates to be posted on official website. Candidates to be informed through registered mail id as well

6. Interns to sign Offer Letter and Confidentiality Agreement and send it to the department via post or mail before the stipulated time

7. Interns to undergo an orientation session to know more about the department and internship structure

8. Interns to work under the guidance of a mentor/supervisor who assigns tasks and monitors, evaluates and provides feedback to interns

9. Interns to prepare a work plan and get it approved by mentor/ supervisor

10. Interns to work at the assigned location and complete all assigned tasks and projects

11. Interns to submit a report/ presentation during the final week of internship

12. Interns who successfully complete all the requirements of the internship to be awarded with Certificate of Internship and Letter of Reference

1. Introduction

All the Higher Educational Institutions (HEIs) are mandated to enable all the eligible students to take an active part in the Internship selection process. The Internship Cell constituted at the HEIs will extend all the possible support to the students. It will help in achieving the best paid internship results in the given condition by the assistance and full cooperation of all the students, alumni as well as the recruiting organizations to find the HEI as their most favored destination. The internship policy detailed hereunder will apply to academic session 2023-2024 onwards.

1.1.   NEP Mandate

The National Education Policy (NEP)[7], 2020 suggests that students must actively engage with the practical side of their learning as part of a holistic education to further improve their employability. It states that students at all HEIs will be provided with opportunities for internships with local industry and businesses as well as research internships with faculty and researchers at their own or other HEIs/research institutions.

As the financial capital of the country and a state having a highest share in GDP, Maharashtra has immense potential in ensuring workforce readiness by establishing work integrated learning through internships. However, lack of centralized information on internship opportunities for students inhibits the students from leveraging their potential across industries in Maharashtra.

In alignment with the NEP emphasis on holistic education, which encompasses hands-on experience and industry integration, the focus turns towards strengthening the internship ecosystem through a formalized Internship Policy. This strategic move comes as a response to the NEP's call for students to engage with practical learning through internships and apprenticeships, a practice proven to enhance employability and refine skill sets.

1.2.   Objectives and Vision

Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised Internships often centered around particular tasks or projects with predefined timeframes. An internship may be compensated, partially compensated, or unpaid. It must, however, be meaningful and beneficial to both the intern and the hosting organization.

Following are the objectives of the Internships envisaged for the students enrolled in State HEIs:

---

[7] https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf

- Exposing students to industrial environments and processes that cannot be replicated in a classroom setting.
- Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- Offering hands-on experience in teamwork, thereby enhancing professional skills like communication, work ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.
- Establishing links between students and potential future job or research opportunities within the industry.

1.3. Types of Internships

Internships are an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the HEI. Further, considering the curriculum structure approved by the HEI, multiple internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for a limited period.

The following is the brief of the credit requirements in line with the National Credit Framework by UGC[8] and AICTE Internship Policy[9]:
- 14-20 credits of Internship activities may be counted for technical courses.
- 10-14 credits of Internship activities may be counted for other UG programs.
- 8-10 credits f of Internship activities may be counted or PG programs.

It must be noted that 1 credit is equivalent to minimum 40-45 hours of work. Accordingly, an intern is expected to spend 40 - 45 hours per week on Internship and related activities. Furthermore, Internships may be done through offline / online mode.

However, indicative requirement regarding Internship duration and credits for <u>undergraduate technical</u> courses is as follows:

Internship	Schedule	Duration	Activities	Credits
Summer Internship	After 2nd / 4th / 6th semester	4-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6

[8] https://www.ugc.gov.in/pdfnews/9028476_Report-of-National-Credit-Framework.pdf
[9] https://aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf

Internship	Schedule	Duration	Activities	Credits
Winter Internships	After 3rd/ 5th / 7th Semester	2-4 weeks	Inter/ Intra Institutional Activities, academic / industry research project	2-4
Semester Integrated Internship	8th Semester	can be part-time- duration can be as per HEI's discretion	Project work, Seminar (excluding credits for Advanced Courses)	2-4

For <u>undergraduate non-technical courses,</u> the indicative requirement regarding Internship duration and credits is as follows:

Internship	Schedule	Duration	Activities	Credits
Summer Internship	After 4th / 6th Semester	4-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6
Winter Internships	After 3rd/ 5th Semester	2-4 weeks	Inter/ Intra Institutional Activities, academic / industry research project	2-4
Semester Integrated Internship	6th Semester	can be part-time- duration can be as per HEI's discretion	Project work, Seminar (excluding credits for Advanced Courses)	2-4

For <u>post-graduate technical & non-technical course,</u> the indicative requirement regarding Internship duration and credits is as follows:

Internship	Schedule	Duration	Activities	Credits
Summer Internship	After 2nd Semester	4-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6
Winter Internship	After 3rd/ 5th / 7th Semester	2-4 weeks	Inter/ Intra Institutional Activities, academic / industry research project	2-4
Semester Integrated Internship	4th Semester	can be part-time- duration can be as per HEI's discretion	Project work, Seminar (excluding credits for Advanced Courses)	2-4

During the internship registration, the students are to notify their preference on whether they are seeking academic or industrial internships.

2. Internship Cell

2.1. Governance Structure

For every HEI, the Internship Cell shall be led by Internship Governing Council comprising of Vice Chancellor / Dean, Nodal Officer / TPO and Assistant Coordinator(s). The Cell will further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated Faculty for efficient outreach to students. The following chart illustrates the Governance structure envisaged for the Cell:
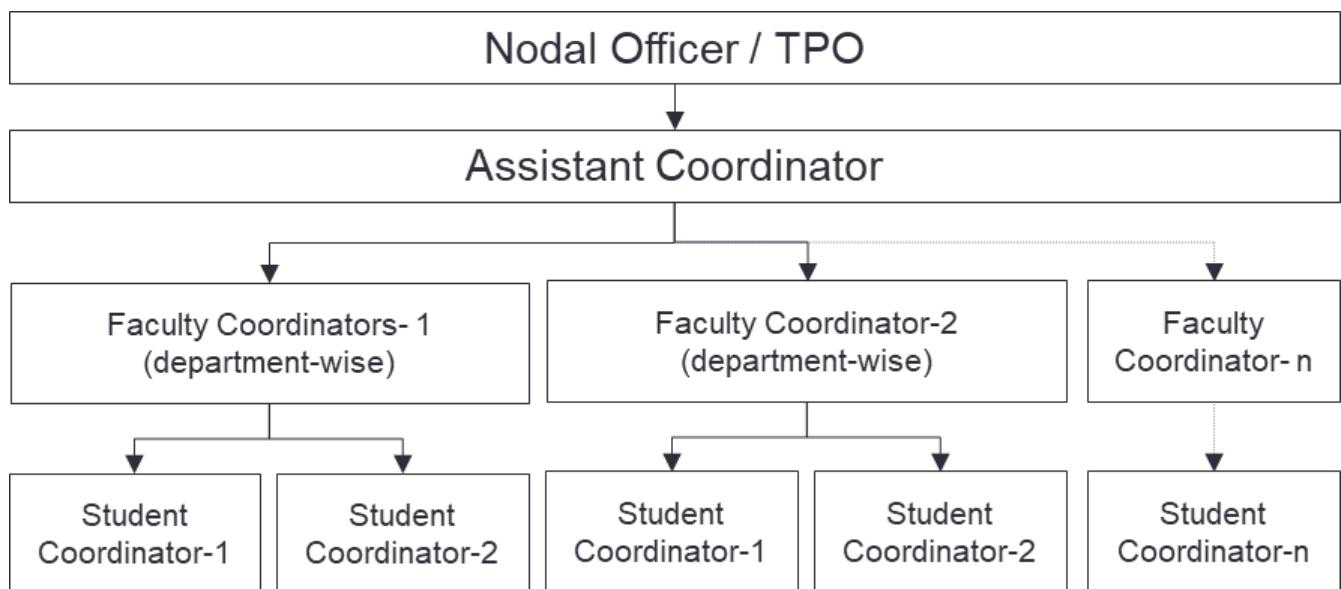
It must be noted that

- The Nodal Officer / TPO and Assistant Coordinators shall be appointed by the VC / Dean
- Each HEI Campus will have an Assistant Coordinator reporting to Nodal Officer
- The Nodal Officer shall report the progress and details of internships in each academic year to VC / Dean

2.2. Duties and Responsibilities

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the HEI. The overall role of the Cell is of a facilitator and counselor for Internship related activities. The brief activities of the Cell would include:

3. The Cell shall work to identify projects linked to the local industry needs and create a pool available.
4. The Cell is responsible to conceptualize a digital portal where they can register experts, agencies, industries, organizations, mentors, faculty members which are open and visible to students.
5. Internship Cell shall maintain a uniform record-keeping mechanism. It shall also ensure that the evaluation rubrics are implemented as per the mandate of NEP, 2020.

6. The cell shall streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
7. The Cell shall map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
8. The Student Coordinators in consultation with the department/school-level faculty shall carry out the task of resume verification at the start of the academic session.
9. Internship Cell shall make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students., the Cell shall make their best efforts in reaching out to the organizations preferred by students.
10. The Cell shall organize preparatory events throughout the year. Information regarding the sessions will be provided to the students via mail and other mediums. The Cell shall collate and share reference books, sample questions, mock test papers among students.
11. The Cell shall ensure protection of students in case of any offenses by the organizations. The Nodal Officer / TPO shall be the final arbiter on such matters.

Additional functions of the Internship Cell include arranging experts for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation & email writing, group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, foreign languages proficiency etc.

The department-level faculty coordinators and student coordinators shall act as facilitators between HEI, recruiters and students. The team will be responsible for managing databases, facilitating and overseeing outreach, addressing Internship-related Q&As, understanding and reporting student preferences, and resolving queries with respect to the internships.

The department-level coordinator and faculty supervisors/ mentors will be nominated at the start of the academic year for each department. Student Coordinators will be elected by the students through the process laid down by the TPO. These Student Coordinators, upon satisfactory performance and contribution, shall be promoted to being Student Placement Coordinators in their later years of study.

2.3. Organization Outreach
The Cell, through the powers vested by TPO, shall reach out to the prospective companies in a formal and professional manner. The primary outreach shall be inclusive of following processes:
- Development of Internship Brochure – soft copy as well as hard copy.
- Preparing list of potential recruiters and past recruiters
- Preferences mentioned by students in their Internship Undertaking

On these lines, the HEI is mandated to create Industry / academic linkages with organizations and institutions for establishing long-term partnership in recruiting interns. These linkages are to be made accessible on the University portal. The HEI shall further enable these potential recruiters to register on public platforms like AICTE for better visibility of opportunities across Maharashtra.

2.4. Data Management
The Cell shall maintain a uniform database for Internships at department-level and HEI level. The Cell shall have a restricted access to the database. It shall have detailed profiles of students, their contact details, prior education & experience, academic credentials, location
/ sectoral preferences, and internship status (companies shortlisted, awaiting response, internship offer, etc.). This database shall have a common skeletal framework and it shall be archived every academic year. Additionally, the data pertaining to Organization profiles shall be revised and updated with organization POCs and their coordinates.

3. Internship Guidelines for Students

3.1. Eligibility and Timeline
All the students enrolled in the HEI are eligible for internships, provided they have two or fewer backlogs at the start of the odd semester of the academic year. The HEI shall, at the start of each academic year, specify the timelines pertaining to undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, and selection process.

3.2. Internship Application
- The Internship Cell shall proactively inform the students when internship opportunities are floated along with the nature of internship, compensation structure, work mode/location, etc.
- Interested students shall give their names to the department coordinators, who shall pass them on to the Assistant Coordinator with their resume.
- Once the resumes are submitted to the organizations, the selection process shall start. The Cell will assist companies in scheduling pre-placement talks, tests, GDs, Interviews.
- Students are to strictly adhere to the schedule such events.

3.3. Code of Conduct
- Each student is eligible to accept at most one Internship offer through the process. They would be deregistered from the process after receiving the offer.
- Any off-campus opportunities given to the students must be reported to the HEI for subsequent procedures of relieving to take place in time.

- The Pre-placement Offer (PPO) needs to be accepted/rejected by the student within the deadline as set forth by the organization. A student who accepts the PPO will be considered "placed" and de-registered from the Placement process. If a student rejects a PPO, they can appear for further placements with the cell without any restrictions.
- Students are required to dress in formal clothing and footwear with a presentable persona throughout the selection process. Casual clothing will not be allowed during any part of the whole process.
- If any student has any grievances with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer / TPO, who shall be the final arbitrator on such matters.

3.4. Internship Evaluation

After completion of Internship, students are to prepare a comprehensive report highlighting their learnings and takeaways during the internship period. The report shall be signed by the Internship Supervisor, TPO and Faculty Mentor.

The students are mandated to give a seminar based on the internship undertaken before an expert committee constituted by the concerned department, as per Performa for Evaluation of Internship (Appendix IX).

The internship shall be evaluated on the basis of performance, as reflected in the student log (Appendix V), Attendance record (Appendix VI), supervisor evaluation form (Appendix VII). The assessment of internship will be based on the following criteria:

- Quality and effectiveness of presentation
- Depth of knowledge and demonstrated skills
- Variety and relevance of learning experience
- Practical applications and relationships with concepts taught in the course
- Internship Report

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students. The weightage given to the Internship evaluation shall be as per the discretion of the concerned HODs and TPO. The credits will be allocated on the basis of overall grade (above Pass) received by the students during the assessment.

4. Frequently Asked Questions for Students

i. **What is an internship?**

An internship is a structured, short-term work experience usually offered by organizations and academic / research institutions to students to gain practical exposure in a professional setting. Key benefits of an internship include:
- Practical application of classroom learning in real-world scenarios.
- Professional-skill development including communication, teamwork, etc.
- Exposure to industry-specific processes and environments.
- Opportunities for networking and potential future job prospects

ii. **How many hours do I need to complete to get the credits for my internship?** The number of hours required varies based on the credit allocation for different programs. It is generally equivalent to 40-45 hours of work per credit. Technical programs typically require 14-20 credits, while other undergraduate programs require 10-14 credits. On the other hand, postgraduate programs require 8-10 credits.

iii. **When can I apply for Internship?**

The application timelines and duration are specified at the beginning of each academic year. Students can apply as per the specified timelines. The Internship Cell shall facilitate the application process and provide support with preparation.

iv. **What are the domains I can do my internship in?**

Internship domains are diverse, encompassing both core and non-core areas. Core domains are related directly to the student's field of study. On the other hand, non- core domains offer opportunities for cross-disciplinary learning and skill development. The internships can be of following nature (but not limited to):
- Internships with Industrial organizations, both Industrial and Government
- NGO, MSME, Rural Internship
- Innovation and Entrepreneurship activities
- Inter/ Intra Institutional Activities
- Academic / industry research project
- Project work, Seminar (excluding credits for Advanced Courses)

v. **How can I apply for Internship?**

Students can apply through multiple channels. They can leverage existing internship platforms and programs, as given in Appendix of this Policy. Apart from these portals, students are encouraged to network through alumni, faculty mentors, and industry experts to find the organizations that suit their interests. They are also

encouraged to engage in networking events, career fairs, and workshops organized by the HEI.

vi. **What is the monetary compensation for my internship?**
Compensation structures vary across internships and organizations. Some internships offer monetary compensation, while others may be partially compensated or unpaid. The focus remains on the quality and relevance of the internship experience.

vii. **What should I write in my resume? Is cover letter Cover letter also necessary?**
Resumes should highlight academic achievements, skills, previous experiences, and extracurricular activities relevant to the internship. A cover letter is recommended, showcasing the student's interest, qualifications, and suitability for the internship role. Students are required to follow a standard format for their Resume, as given in the Appendix of the Internship Policy.

viii. **Can my internship lead to full time employment?**
Internships often act as a gateway to potential future job opportunities within the hosting organization. However, full-time employment depends on various factors, including performance during the internship and organizational requirements. Students are required to report to the Internship Cell of any PPO made by the respected organization.

ix. **How will my internship performance be assessed? Will the assessment affect my credits?**
Internship shall be evaluated on the basis of quality and effectiveness of presentation, depth of knowledge and demonstrated skills, variety and relevance of learning experience, practical applications and relationships with concepts taught in the course, and Internship Report. Attendance record, student log, supervisor evaluation shall also be analyzed towards evaluation of the Internship. The credits will be allocated on the basis of overall grade (above Pass) received by the students during the assessment.

x. **Can I work from home for the internship?**
Depending on the nature of the internship and the organization's policies, remote work options might be available. However, compliance with the organization's requirements and maintaining communication with HEI is crucial.

xi. **What if I find an internship, unaided by the University, i.e, through my own efforts?**
Students are free to find their own internship opportunities. They must inform the TPO and ensure compliance with internship guidelines.

xii. **Whom can I contact for any clarifications / questions on internships and related processes?**

For any queries or clarifications regarding internships and related processes, students can reach out to the designated Nodal Officer/TPO or the Faculty Coordinators at the Departmental level. If any student has any grievance with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer / TPO, who shall be the final arbiter on such matters.

5. Appendix

Appendix I: Internship Undertaking

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email id	
5. Mobile Nos.	
6. Overall GPA	
7. Mode of Internship	
8. Internship Preferences	

	Location	Core Area	Organization Institute
Preference-1			
Preference-2			
Preference-3			

I confirm that I agree with the terms, conditions, and requirements of the Internship Policy

Student Signature:

Date_____

I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her guide/supervisor.

Sign of Department Faculty Coordinator: Date:

Appendix II: Draft Resume Template

Name
Contact Number and Email ID: Education

HEI Name	Year

Degree / Specialization:
CGPA:

HEI Name: <bachelor's degree>	Year

Degree / Specialization: CGPA:

Internship / Work Experience	

Organization
     Year Project:
Brief:

Academic Experience	

Semester	Year

Project:
Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one Use past-tense verbs to show what you have accomplished Quantify results as much as possible
- Use key words that will catch a recruiter's eye Other

Achievements and Personal Interests	

- List other achievements also in reverse chronological order
- Leadership positions held outside of your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Appendix III: Organization Outreach Letter

<center><HEI Letter Head></center>

To,

The (Manager, HR) ....

....

Subject: Request for_____weeks internship of Students pursuing < >

Dear Sir,

The HEI established in <year>, <HEI>, Maharashtra reflects the vision of leading industrialists and educationalists. Institute is accredited with '< >' grade by NAAC in March 2015. The HEI has been recognized about it's over all academic excellence and infrastructure.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S.No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Training & Placement Officer

<HEI Name and Date>

Appendix IV: Relieving Letter of Student

<HEI Letter Head>

To,

The General Manager (HR) ....

....

Subject: Relieving letter of student

Dear Sir,

Kindly refer your letter/e-mail dated............................. on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction

S.No.	Name	Roll no.	Year	Department

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance on the basis of grading   i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors:

- Attendance and general behavior
- Relation with workers and supervisors
- Initiative and efforts in learning
- Knowledge and skills improvement

- Contribution to the organization

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated.   along with a copy of this letter.

Yours sincerely,

Nodal Officer / TPO

<HEI Name and Date>

Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Industry Supervisor

Appendix VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

_____

_____

_____

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.

- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink. Signature of Organization internship supervisor with Organization stamp/ seal

Name and Signature with date of Internship Supervisor_____

Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: _____Date: _____

Work Supervisor: _____Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				

Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor_____

HR Manager _____

Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: _____ Date:_____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid_____ Unpaid_____

Organization:_____

Internship Address:_____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

- Yes, to a large degree

- Yes, to a slight degree

- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					

Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

- In what areas did you most develop and improve?

- What has been the most significant accomplishment or satisfying moment of your internship?

- What did you dislike about the internship?

- Considering your overall experience, how would you rate this internship? (Circle one).
  -Satisfactory/ Good/ Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

<Signature of Student>
<Name, Roll number, Date>

Appendix IX: Performa for Evaluation of Internship by Institute

<HEI Letter Head>

1. Name of Student _____

2. Mob. No. _____

3. Roll No. _____

4. Branch/Semester _____

5. Period of Training _____

6. Home Address with contact No. _____

7. Address of Training Site: _____

8. Address of Training Providing Agency: _____

9. Name/Designation of Training In- charge _____

10.   Type of Work _____

11.   Date of Evaluation _____

12.   Please rate the following:

S.no.	Particular	Grade
1	Quality and effectiveness of presentation	
2	Depth of knowledge and demonstrated skills	
3	Variety and relevance of learning experience	
4	Practical applications and relationships with concepts taught	
5	Internship Report	
6	Attendance record, student log, supervisor evaluation	

Overall grade: _____

Additional Remarks:

Signature of Faculty Mentor:

Appendix X: Student Resources: Internship Programs and Platforms

Government Internship Programs

- AICTE Internship: https://internship.aicte-india.org/
- NITI Ayog Internship: https://www.niti.gov.in/internship
- TULP Internship Program: https://smartcities.gov.in/The_Urban_Learning_Internship_Program
- Digital India Internship: https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%20 2023%20%281%29.pdf
- Directorate General of Foreign Trade Internship program: https://www.dgft.gov.in/CP/?opt=intership-scheme
- National Commission for Scheduled Tribes Internship: https://ncst.nic.in/sites/default/files/2021/Internship/3677
- Corporate Affairs Ministry Internship program: https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252F D%252FdHcFkAAJ0A%253D%253D&type=open
- Finance Ministry Internship program: https://dpe.gov.in/schemes/scheme- internship
- Women and Child Development Ministry Internship program: https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Ministry of Culture Internship programs: https://nationalmuseumindia.gov.in/en/national-museum-internship-programme

Online Platforms for Internships:

- Internshala: https://internshala.com/
- LetsIntern: https://letsintern.in/
- Twenty19: http://twenty19.com.testednet.com/
- HelloIntern: https://hellointern.co/
- Freshersworld: https://www.freshersworld.com/
- Youth4work: https://www.youth4work.com/
- Freshersnow: https://www.freshersnow.com/internships-in-delhi/
- Zuno by Foundit: https://www.foundit.in/zuno/
- LinkedIn: https://www.linkedin.com/jobs/internship-jobs/?currentJobId=3647611763&originalSubdomain=in
- Well Found (earlier, AngelList Talent): https://wellfound.com/location/india
- Indeed: https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717
- Naukri.com: https://www.naukri.com/internship-jobs
- TimesJobs: https://www.timesjobs.com/jobs-by-roles/intern-jobs
- NGO Box: https://ngobox.org/job_listing.php
- CSR Box: https://csrbox.org/

1. Background

The higher education scenario in India is a dynamic and rapidly evolving landscape characterized by both significant challenges and promising opportunities. India has a rich tradition of higher learning dating back centuries, with institutions like Nalanda and Takshashila being renowned centres of education in ancient times. In the modern era, India has seen remarkable growth in its higher education sector, but it also faces numerous complexities.

The establishment of prestigious institutions such as the Indian Institutes of Technology (IITs), Indian Institutes of Management (IIMs), and the Indian Institutes of Science (IISc) has contributed to the country's reputation for producing highly skilled professionals. One of the standouts features of India's higher education landscape is its diversity. The country boasts a vast network of universities, colleges, and specialized institutes, catering to a wide range of disciplines and fields of study. This diversity is both a strength and a challenge, as it can lead to disparities in quality and resources among institutions.

1.1.   Higher Education Landscape in Maharashtra

As India travels through the Amrit Kaal, higher education is expected to play a strong role in shaping its development. Many researchers have brought out the contribution and established that higher education institutions play an important role in society by educating and producing ground-breaking achievements in science and humanities. Maharashtra has also been pioneering this movement through various efforts in strengthening the higher education ecosystem in the state.

Maharashtra houses over 75 universities, 5000 colleges, and 750 polytechnics & technical training institutes catering to 3.3 lakh post graduate students and 24 lakh undergraduate students. The state has 20 state public universities directly under the Department of Higher & Technical Education, Government of Maharashtra and has been encouraging & supporting these institutors to continuously strive for excellence including the implementation of National Education Policy 2020.

1.2.   NEP Impleentation in Maharashtra vis-à-vis Internships

When it comes to internships, the NEP suggests that students must actively engage with the practical side of their learning as part of a holistic education to further improve their employability. It states that students at all HEIs will be provided with opportunities for internships with local industry and businesses as well as research internships with faculty and researchers at their own or other HEIs. In alignment with the NEP emphasis on holistic education, which encompasses hands-on experience and industry integration, our focus turns towards strengthening the Internship Ecosystem.

Maharashtra, a thriving hub of academic excellence and industrial innovation is home to several prestigious universities that offer robust internship programs and prepare their students for the professional board. These programs play an instrumental role in bridging the gap between academia and real-world experience and prepare students for their future careers. Such programs not only provide hands-on experience to students but also focus on the development of crucial workplace skills. Students are exposed to the dynamics of their chosen fields, allowing them to cultivate adaptability, problem-solving skills, and effective communication skills, which are critical for success in the professional arena. This exposure helps in understanding the nuances of professional etiquette and teamwork, thereby developing key technical skills and necessary soft skills that are highly sought after in the professional world.

The following figure illustrates the drivers to uptake internships in Maharashtra, in context to the trends across the country.
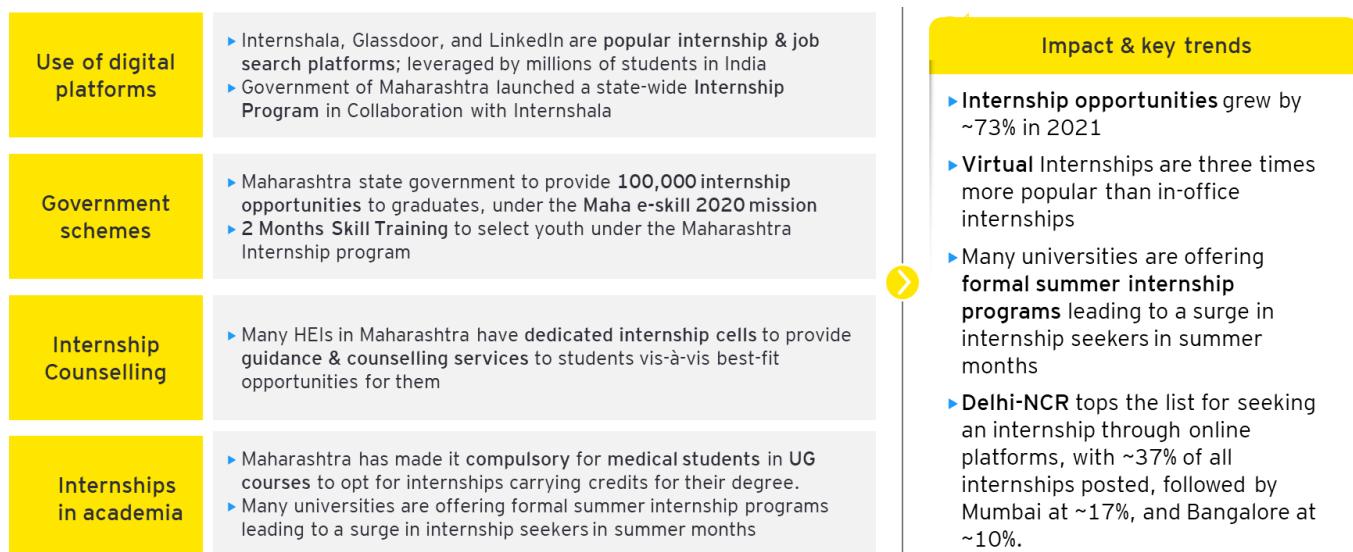
Figure 1: Drivers to uptake internships in Maharashtra

It is evident that the existing internship landscape tends to be fragmented and decentralized, which can cause discrepancies in the quality of internships and a gap between available opportunities and student reach. In line with the same, there is a need to ensure equitable access to internship opportunities for all students and promotes industry exposure.

Therefore, the state-level internship cell is envisaged which will aim at bridging the information gap between the demand and supply for internships. It shall foster strong relationships with industries, facilitate relevant skill development, and provide necessary administrative and resource support. It shall be positioned to effectively connect students, educational institutions, and industries, thereby ensuring a streamlined approach to the sourcing, distribution, and management of internships.

Following this rationale, the subsequent sections of the blueprint detail out a clear roadmap for establishing the Internship cell.

2. Purpose and Mission

With comprehensive policies and proactive investments in the state, Maharashtra is set to prepare a workforce that is industry-ready, in sync with the National Education Policy's focus on holistic, skill-based, and experiential learning. The envisaged centralized functions for Internships shall ensure an equitable access to internship opportunities for all the students. And with new age technologies coming in, this shall cultivate data-driven decision making through aggregation and analytics in real-time.

The idea of the Centralized Internship Cell is to identify, consolidate, and streamline the currently fragmented internship landscape in Maharashtra. At its helm, the cell seeks to create an integrated and holistic platform that caters to the pursuits of academic institutions, students and the industry. In doing so, the objective remains to enhance employability opportunities by bridging academic learning with practical industry application.

2.1. Vision and Objectives

Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised Internships often centered around tasks or projects with predefined timeframes. An internship may be compensated, partially compensated, or unpaid; however, it must be meaningful and beneficial to both the intern and the hosting organization. The key driving factors remain quality industry exposure, industry-academia collaboration, promotion of skill development, and applied learning among the students

In line with the above, the Vision is to set up a State-level Centralized Internship Cell that will enable students at all 20 State Public Universities and the affiliated institutions to better internship opportunities by mapping their competencies, providing access to better internships, and building relevant skills to be career ready.

Following are the objectives envisaged for the Centralized Internship Cell:

- Streamlining access to quality internships, ensuring equitable opportunities for all students in Maharashtra.
- Fostering strong industry-academia relations to enhance student employability and facilitate effective internship placements.
- Providing administrative support and strategic resources- including training workshops, to ensure a productive and valuable internship experience for students.

- Implementing feedback mechanisms for continuous improvement and aligning with the National Education Policy, AICTE Internship Policy, and UGC Guidelines for strengthened standardization.
- Enhancing the visibility of universities within respective industries and making internships a mandatory part of the curriculum for practical learning

2.2. Implementation Roadmap and Thematic Overview

In order to operationalize the Centralized Internship Cell, a phase-wise approach is envisaged. The steps involved in the process are as follows:

i. **Current state and as-is assessment:** This step serves as the foundation for the development and implementation of the Centralized Internship Cell. For doing so, we have undertaken a comprehensive primary and secondary research across the 20 Universities in Maharashtra. The primary outcomes of this study point towards the need to have centralized process and strong collaborations between academia and industry, thus enhancing the employability in the State.

This step has been completed, and the current-state and as-is assessment report has been submitted to the Department of Higher and Technical Education, GoM.

ii. **Internship Policy for Universities:** For centralizing internship functions at the state- level, it is important to first consolidate the existing processes at the University- level. With this idea in mind, an Internship Policy is proposed which shall streamline governance, policy, guidelines & processes, evaluation rubrics, and documentation framework at university level. With extensive research and inputs received from the Leadership, the Internship Policy forms the backbone of this blueprint.

The next section details the guiding principle and framework for the Policy. The final draft of the Policy is attached in the Annexure of this Blueprint.

iii. **Functions envisaged at the State-level:** Taking forward the learnings from the as- is assessment and university-level centralization, it becomes imperative to mandate state-level processes to synergize the individual efforts of HEIs and strengthen the overall internship ecosystem in the state. The strategic functions at state level will encompass principal domains such as institutionalizing oversight and monitoring, integration with governmental platforms, and establishing industry connect.

Government of Maharashtra is setting up a state-level quality assurance cell, which can be leveraged for the proposed functions for overall success of internships in the state. This has been detailed out in section 4 of the Blueprint.

iv. **Additional considerations and scale-up:** During the scale-up, it will be important to consider potential enhancement areas for the Cell. The final section of this blueprint

touches upon the areas which could be significant for consideration while the Phase- 2 is kicked off. These areas include internship listing, mapping new internship opportunities, administering State's flagship internship program, and integration with competency mapping Workplace Readiness Training Program.

This step is further envisaged for the scale-up phase of this project.

3. Internship Policy for Universities

3.1. Guiding Principle

An internship policy has been conceptualized with a goal to bring forth consistency in governance, policy, guidelines, processes, evaluation rubrics, and documentation. The Policy is intended to provide guidelines and procedures for the structured implementation of internships across all State HEIs in Maharashtra. The final draft of the Internship Policy is attached as an Annexure to this Blueprint.

This Policy is designed to be understood and applied in unison with all the notifications (Government Resolutions or GRs[10]) released by the Department of Higher and Technical Education, GoM. If there is any contradiction between the Policy and any GR, and if a balance cannot be found, the GR will take precedence where the disagreement exists. While educational institutions have the freedom to add extra rules, they should make sure they stick to the fundamental spirit and principles of the Policy during its application.

In line with the above, all the HEIs are mandated to enable all the eligible students to take an active part in the Internship selection process. The Internship Cell constituted at the HEIs will extend all the possible support to the students. It will help in achieving the best- paid internship results in the given condition through the assistance and full cooperation of all the students, alumni, and recruiting organizations, making the HEI their most favoured destination.

3.2. Internship Policy – Structure and Framework

To foster holistic education, which encompasses hands-on experience, the focus of Government now turns towards strengthening the internship ecosystem through a formalized Internship Policy. To give an overview, the Policy comprises of the following sections:

---

[10] 1. शासन निर्णय क्रमांक: एनईपी-२०२२/प्र.क्र.०९/विशि-३/शिकाना dated 20 April 2023, 2. शासन निर्णय क्रमांक: एनईपी- २०२२/प्र.क्र.०९/विशि-३/शिकाना dated 16 May 2023, and 3. शासन निर्णय क्रमांक: एनईपी-२०२२/(०६७/२३)/तांशि-२ dated 4 July 2023

1. Introduction: This section traces the need of the policy along with setting a context on its implementation. It sheds light on the types and nature of internships that could be undertaken, while specifying the credit requirements for all the courses. It is further divided into three sub-sections:
   1.1. Background
   1.2. Objective and Vision
   1.3. Types of Internships

2. Internship Cell: This section details out the constitution of Internship Cell in the Institutions. It demarcates the governance structure and specific roles &responsibilities of those involved. It further mandates the processes that are envisaged at the University-level. It is further subdivided into following sub-sections:
   2.1. Governance Structure
   2.2. Duties and Responsibilities
   2.3. Organization Outreach
   2.4. Data Management

3. Internship Guidelines for Students: This section specifies the processes that are important for students. These processes include their eligibility criteria, resume guidelines, resume submission & verification, organizing outreach, and selection process. Further, it details out the specifics of internship evaluation and subsequent assessments. This section is further subdivided into following subsections:
   3.1. Eligibility and Timeline
   3.2. Internship Application
   3.3. Code of Conduct
   3.4. Internship Evaluation

4. Appendices to the Policy include undertaking, resume template, organization outreach letter, relieving letter of student to join internship, student diary (log) recording format, attendance sheet, supervisor evaluation of intern, student feedback of internship, performa for evaluation of internship by institute, and student resources.

5. Lastly, Frequently Asked Questions for Students section is included to address the nuances of the Internships and associated processes, especially targeted for students.

At the university level, this policy framework is instrumental in streamlining the entire gamut of internships. It provides concrete guidelines on how to effectively manage internships, from targeting suitable internship opportunities and promoting these amongst the students, to tracking student progress during the internship, and finally evaluating their performances.

From a student perspective, the policy creates clear expectations and provide directives on their roles and responsibilities during the internship, including the need to adhere to norms and standards of professional work ethics. Furthermore, this policy categorically outlines the credit allocation for internships, thus standardizing its weightage in academic progression.

This policy also provides the industry with a standardized set of guidelines to follow while accepting interns. Not only it enables them to align their needs more effectively with the available pool of interns but also ensures effective contribution from them.

Subsequently, the Policy underscores the need to institutionalize oversight, establish industry connect, and facilitate integration with governmental platforms for the overall success. These functions and their relevance at a wider forefront, are discussed in the subsequent section of this Blueprint.

4. Internship Cell – State Functions
4.1. Key Learnings from Universities

Based on the envisaged implementation of the Internship Policy across State Public University, we have identified several opportunities, bottlenecks, and best practices. These observations largely focus on the existing processes such as institutional management of upcoming internship opportunities, establishing connects with industry, assessment framework, feedback mechanisms, etc.

Outlined below are some of the key challenges, opportunities, and best practices associated with managing Internships at State Public Universities:
- Need for a transparent and consistent line of communication across Industry, faculty, university administration, and students.
- Effectively match students with suitable internship opportunities taking into consideration their skill sets, interests and career aspirations
- Importance of strong Industry connects to facilitate placements and further development opportunities.
- Having flexible approach to internships, i.e., offering a range of internship types (virtual, part-time, full-time, project-based, etc.) to meet diverse student needs and constraints.
- Administrative support and access to resources (digital platform, database, professional development webinars, etc.) are key components of a successful internships.
- Internship training or workshops can prepare students better for their roles and make the experience more productive.

- Having a feedback mechanism to monitor the impact, quality, and issues related to internships and helps in improvising for future execution.

4.2. State-level Internal Quality Assurance Cell

4.2.1. Overview and Functions

The Department of Higher and technical Education, Government of Maharashtra took a significant step towards enhancing the quality of higher education by establishing a State- level Quality Assurance Cell. This cell is responsible for conducting educational audits of HEIs, reviewing functioning of IQACs in HEIs, and suggesting measures to improve educational quality, with the aim of increasing NAAC assessment.

As the Cell continues to work on promoting quality education across HEIs, additional functions in the area of lesser worked areas that carry good weight can be envisaged under its ambit. The existing activities of special workshops, faculty development programs, seminars, etc. could introduce the aspect of Internships within the scope of work.

On these lines, the strategic functions in the field of Internship can encompass principal domains such as institutionalizing oversight and monitoring, facilitating integration with governmental platforms, and establishing industry connect. During the implementation, parameters of knowledge transfer and clear SOPs for various stakeholders could be identified. The key performance indicators in this regard could also be finalized at a later stage.

4.2.2. Proposed mandate of Internship Success

The state-level quality assurance cell, with its key role in promoting and maintaining educational quality, is rightly positioned to oversee and manage the internship ecosystem of Maharashtra's higher education institutions. The role can be significantly expanded to include an additional mandate for overseeing internships.

This proposed mandate involves a multifaceted role in the internship ecosystem across:
- **Guiding Policy Implementation:** With the introduction of Internship Policy across the Universities in Maharashtra, the Cell shall oversee and monitor the effective implementation of the policy. This role shall include verifying the adherence to policy mandates, handling any policy-related issues, and suggesting needed changes based on the ground realities and evolving circumstances.
- **Nurturing Industry-Academia Collaboration:** Building on its existing relationships with industries and academia, the Cell can foster closer collaborations. Not only it will connect students with relevant internship opportunities, but it will also ensure that these internships are aligned with industry needs and trends.
- **Standardizing Internship Processes:** To ensure the efficiency and effectiveness of internships across universities, the Cell might create standardized guidelines for key

internship-related processes. This can range from the application process to the post- internship evaluation, making the experience more seamless for both the students and the industry partners.

- **Facilitating Knowledge Exchange:** Through creating platforms for knowledge sharing, IQAC can facilitate exchange of internship best practices, success stories, and challenges among universities, government, and industry partners. This can enable continuous learning and improvement in the implementation of internships.
- **Catalyst for new Ideas:** by enabling better mapping and matchmaking. The Cell shall be instrumental in establishing robust connections with the industry. It will play a crucial role in internship mapping – recognizing industry requirements, matching these with student skills and aspirations, and thereby facilitating the best fit among them.
- **Integration with AICTE and other Government Platforms:** for creation of new opportunities and aligning efforts with national-level mandates to allow for greater interconnectivity and knowledge sharing. Government platforms will serve as a repository of resource material, and best practices, thus fostering idea exchange.
- **Innovating and Experimenting:** The Cell should be empowered to experiment and innovate in the internship space. This might mean piloting new types of internships, exploring collaborative internships with multiple industry partners, or leveraging digital technologies to enhance the reach and impact of internships.

It is envisaged that the committee responsible for executing these mandates should meet thrice every academic year. The agenda for these meetings should include setting the work plan for the upcoming year, taking stock of the progress achieved, identifying any gaps or challenges encountered, and celebrating milestones. Archiving relevant information and documenting lessons learned should also be part of this routine. This approach will ensure that the additional mandates on internships are effectively integrated into Cell's ongoing quality assurance efforts.

5. Additional Considerations and Way Forward

As the Centralized Internship Cell comes to fruition in Maharashtra, its design and function should not be seen in isolation. Continuous advancement is the key to sustaining the relevance and impact of this initiative. Hence, future trajectory of the Internship cell must account for potential enhancements, diversifications, and partnerships that can complement and elevate its core functions.

5.1. Support areas that could be augmented through external partnerships

The richness and diversity of internship opportunities can be significantly enhanced through partnerships with external entities. Industries, NGOs, international institutes, and alumni can potentially offer unique internships, contributing to their richness and diversity.

Such associations can bring in best practices, resources, mentorship, and exposure, thereby adding value to the student experience.

For instance, working with NGOs can open avenues for social work internships, working with international institutes can offer global exposure, ensuring students benefit from a confluence of varied perspectives - broadening their worldview and skills in the process.

5.2.   Administering State's flagship internship program

The Cell must envision larger, long-term goals as it solidifies its role in Maharashtra's higher education system. Among these, pivoting the direction towards administering flagship internship programs holds promise both in terms of scale and impact. While these flagship programs offer the opportunity to provide highly-structured and quality internships to the students across the state. They also extend the Cell's profile in positively impacting the state's higher education landscape comprehensively.

Therefore, as the state's nodal agency for internships, the Centralized Internship Cell will be central in running flagship internship programs which will aim at providing highly structured and quality internships to students across Maharashtra.

5.3.   Integration with Workplace Readiness Training Program

As professions advance and the workplace evolves, there is a greater push towards the holistically prepared workforce. Skills such as teamwork, communication, critical thinking, and work ethics are emerging as crucial components of professional readiness.

Recognizing this, the Cell should actively seek to integrate its influence and initiative with Workplace Readiness Training Programs. These programs, dedicated towards honing these vital competencies, can be greatly beneficial to students transitioning from academic environments to workplaces. Pre-internship training programs can be deliberated for implementation, aimed to equip the students with not just soft skills, but nuances of digital proficiency and modern professional etiquettes as well.

The establishment of a Centralized Internship Cell holds considerable promise in Maharashtra's endeavor to enhance the quality and relevance of higher education. Aligning the state's internship narrative with the National Education Policy's vision of experiential learning, the Cell is positioned to make internships more accessible, meaningful, and beneficial for students. This initiative brings academia, industry, and government together, fostering a collaborative ecosystem that is attentive to the needs of all stakeholders.

By bringing on board the lessons learned at universities, integrating quality assurance mandates, and partnering with external entities, the Cell is set to navigate the ever-

evolving educational landscape. Its versatility and innovation in dealing with shifts in workforce demand, technological advancements, and changes in industry requirements will be critical for its sustainability and growth.

As we move forward, it is important to acknowledge the dynamic nature of this landscape. Regular reviews, evaluations, and feedback should be employed to ensure that future implementations are led by evidence-based decision-making and reflects the changing norms of the education and professional sectors. The foresight and adaptability will be the key to the Cell's long-term success and its ability to support the students effectively.

8.5 Annexure 5 – How to Register as an Employee on AICTE National Internship Portal?

Step 1:
Login to AICTE Internship Portal using following link: internship.aicte-india.org/

Step 2:
Click Register

Step 3:
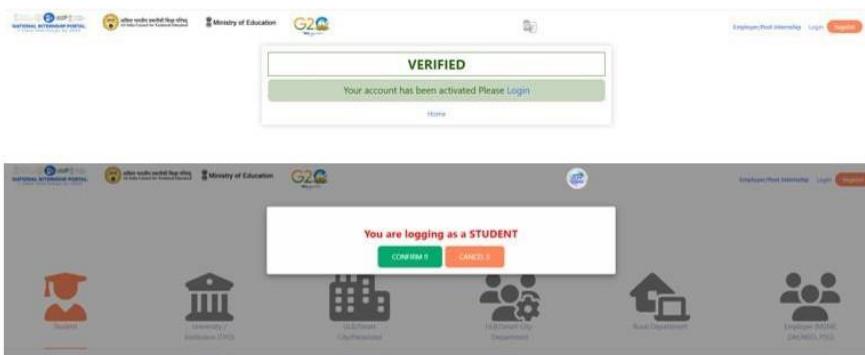Select Employer

Step 4:
Click 'Confirm'

Type of Employer:

GOVERNMENT DEPARTMENT ∨

Corporate
MSME
District Megistrate
NASCOM
AGGREGATOR
SECTOR SKILL COUNCIL
ASSOCHAM
PUBLIC SECTOR UNIT
GOVERNMENT DEPARTMENT
NON GOVERNMENTAL ORGANISATION
CII
FICCI
COOPERATIVE SOCIETY

Step 5:
Choose 'Government Department' for Type of Employer

Type of Employer:

GOVERNMENT DEPARTMENT ∨

Organization Name *

Organisation

First Name *	**Middle Name**	**Last Name**
First Name	Middle Name	Last Name

Email *	**Password** *	**Confirm Password***
E-mail	Password	Password

Step 6:
Enter Organisation Name

Step 7:
Enter Organisation Name as First Name

Step 8:
Enter Email ID

Step 9:
Setup Password

Type of Employer:

GOVERNMENT DEPARTMENT ∨

Organization Name *

Organisation

First Name *	**Middle Name**	**Last Name**
First Name	Middle Name	Last Name

Email *	**Password** *	**Confirm Password***
E-mail	Password	Password

Company Unique ID*	**Id Number***
GST ⬍	ID Number

Select
TIN
GST
ROC
CIN
Association Registration

Step 10:
Choose 'GST' for Company Unique ID

Step 11:
Enter GST number

Organization Name *

Organisation

First Name *

First Name

Middle Name

Middle Name

Last Name

Last Name

Email *

E-mail

Password *

Password

Confirm Password *

Password

Company Unique ID *

GST

Id Number *

ID Number

Contact Number *

Contact Number

State/UT *

Maharashtra

City *

Select City

Step 12:
Enter Contact Number

Step 13:
Select State as 'Maharashtra'

Step 14:
Select City

Contact Number *

Contact Number

State/UT *

Select State

City *

Your Registration Certificate(only PDF Size< 2MB) *

Choose File | No file chosen

Upload Logo(JPEG,JPG,PNG and size< 1MB)

Choose File | No file chosen

Select Security Question *

What is your the Pet Name

Answer *

Security Answer

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Register

Step 15:
Upload Registration Certificate of Department

Step 16:
Upload Logo of Government Department

Step 17:
Select Security Question

Contact Number *

Contact Number

State/UT *

Select State

City *

Your Registration Certificate(only PDF Size< 2MB) *

Choose File | No file chosen

Upload Logo(JPEG,JPG,PNG and size< 1MB)

Choose File | No file chosen

Select Security Question *

What is your the Pet Name

What is your the Pet Name
What is your first school Name
What is your favourite color
What is Your favourite Game
Who is your favourite Teacher

Answer *

Security Answer

reCAPTCHA
Privacy - Terms

Register

Step 18:
Enter Answer for Security Question

Step 19:
Click 'Register'

8.6   Annexure 6 – How to Post Internships on AICTE National Internship Portal?

Login

Dashboard

Profile

Post Internship

Internships

Find a Candidate

Interview Management

Admin Management

Step 1:

Login to AICTE Internship Portal using following link: internship.aicte-india.org/

Step 2:
Click Register

Step 3:
Select Student

Step 4:
Click 'Confirm'

Step 9:
Update Institute Location
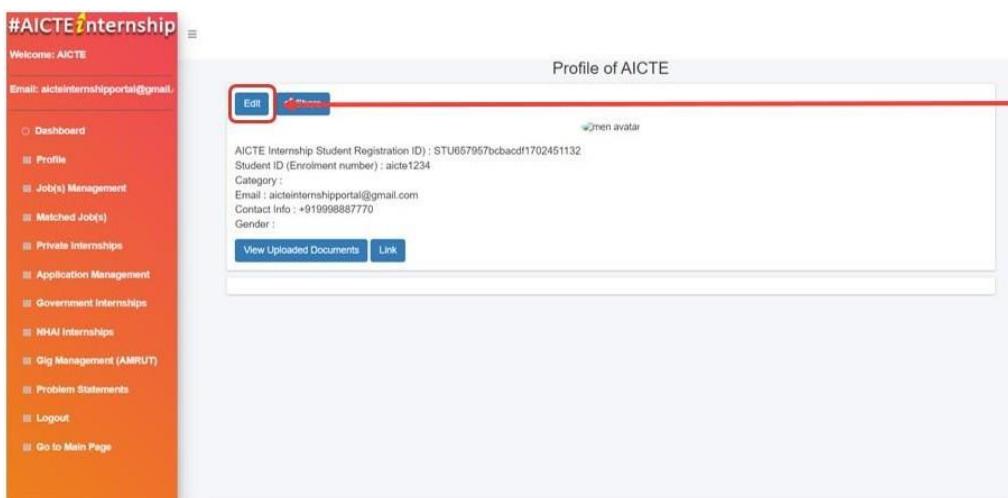
Step 10:
Select 'Profile

Step 11:
Click 'Edit'
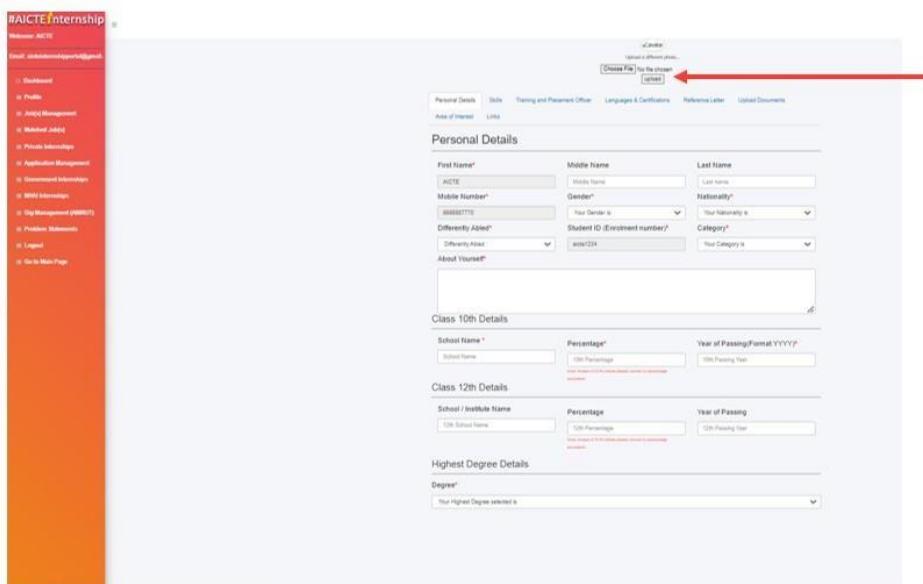
Step 12:
Upload a photo
of yourself

Step 13:
Fill Personal
Details

Screenshot 1

#AICTEinternship

Welcome: AICTE

Email: aicteinternshipportal@gmail.

○ Dashboard
▦ Profile
▦ Job(s) Management
▦ Matched Job(s)
▦ Private Internships
▦ Application Management
▦ Government Internships
▦ NHAI Internships
▦ Gig Management (AMRUT)
▦ Problem Statements
▦ Logout
▦ Go to Main Page

avatar
Upload a different photo...
Choose File No file chosen
upload

Personal Details   Skills   Training and Placement Officer   Languages & Certificatons   Reference Letter   Upload Documents
Area of Interest   Links

Skills

Selected Key Skills

Update Your Key Skills

AR/VR/MR
Blockchain
Big Data
GitHub
PHP DEVELOPER

ADD

Step 14:
Select Key Skills

Screenshot 2

#AICTEinternship

Welcome: AICTE

Email: aicteinternshipportal@gmail.

○ Dashboard
▦ Profile
▦ Job(s) Management
▦ Matched Job(s)
▦ Private Internships
▦ Application Management
▦ Government Internships
▦ NHAI Internships
▦ Gig Management (AMRUT)
▦ Problem Statements
▦ Logout
▦ Go to Main Page

avatar
Upload a different photo...
Choose File No file chosen
upload

Personal Details   Skills   Training and Placement Officer   Languages & Certificatons   Reference Letter   Upload Documents
Area of Interest   Links

Training and Placement Officer (TPO) / Institute Details

Institute Name
University of Mumbai

Institute Contact Number
Institute Contact Number

Institute Email
you@email.com

Institute Location (City)
Mumbai

TPO Name
TPO name

TPO Email
TPO Email

✔ Save   ↻ Reset

Step 15:
Upload details of Institute and Training and Placement Officer

Screenshot 3

#AICTEinternship

Welcome: AICTE

Email: aicteinternshipportal@gmail.

○ Dashboard
▦ Profile
▦ Job(s) Management
▦ Matched Job(s)
▦ Private Internships
▦ Application Management
▦ Government Internships
▦ NHAI Internships
▦ Gig Management (AMRUT)
▦ Problem Statements
▦ Logout
▦ Go to Main Page

avatar
Upload a different photo...
Choose File No file chosen
upload

Personal Details   Skills   Training and Placement Officer   Languages & Certificatons   Reference Letter   Upload Documents
Area of Interest   Links

Languages & Certifications

Languages Known
Languages Known

Internship Experience / Work Experience
enter Internship Experience

Extra Curricular Activities
Enter Any Activities Done

Certification
Certification

Career Interests
Career Interests

Published Research
Published Research

Technical Events
(Such As Hackathon)

Events(Seminars/Conferences)
Events(Seminars/Conferences)

✔ Save   ↻ Reset

Step 16:
Update Language & Certifications

Step 17:
Upload Reference Letter

Step 18:
Upload relevant documents

Step 19:
Select Area of Interest

○ Dashboard

▦ Profile

▦ Job(s) Management

▦ Matched Job(s)

▦ Private Internships

▦ Application Management

▦ Government Internships

▦ NHAI Internships

▦ Gig Management (AMRUT)

▦ Problem Statements

▦ Logout

▦ Go to Main Page

avatar

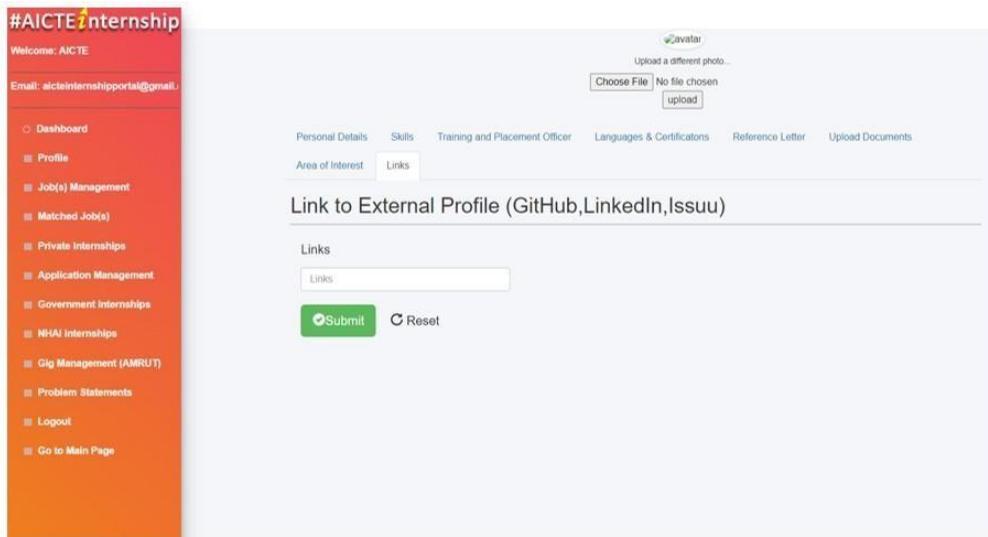Upload a different photo...

Choose File | No file chosen

upload

Personal Details   Skills   Training and Placement Officer   Languages & Certificatons   Reference Letter   Upload Documents

Area of Interest   Links

Link to External Profile (GitHub,LinkedIn,Issuu)

Links

Links

✔Submit   ↻ Reset

Step 20:
Insert relevant links of GitHub, LinkedIn, etc.